E-mail:amir.contrackqatar@gmail.com

# AMIR JOSEPH NASSEM

## Career Objective:

- To join a position in the **Accounting Field** where my diverse experience and communication skills could be utilized and developed.
- To join a focused long-term strategic management group embracing leadership, quality and change management.
- To play a key role in developing a progressive business that has a precise vision towards development and expansion.

## Personal data

Gender: Male

Mailing Address ( Egypt ) : Shoubra Masr

Phone : **(+02) 01228590667**

E-mail: amir.contrackqatar@gmail.com

Date of Birth: 17/10/1979

Nationality: Egyptian

Marital status: Married

Military Status: Exempted

Driving Licenses ; Yes

**Summary of professional Experience**

## CREATIVE FOR CONTRACTING & DECORATION

**Dec 2022 – Up Till Now**

**Cairo - Egypt**

**Senior Accountant**

Constipation treasury and expenses

* Follow up the collection of sales invoices
* Follow the movement of suppliers
* Follow up work orders
* Track Customers
* Prepare in data processing budget
*Prepare in developing action plans to enable the company to achieve its objectives
* Control over incoming and outgoing documents to the accounting department, and make sure it is correct and contain the required signatures
* Participate in the process of periodic and annual inventory of materials and fixed assets and match them with their own accounts
* Overseeing the preparation of payroll and wages for staff and ensure the authenticity of the preparation of these tables

- Analysis the All Accounts

## TARGET ENGINEERING FOR Consultant Engineering

**July 2022 – Nov 2022**

**Doha - Qatar**

**Chief Accountant ( Temporary Work )**

* Constipation treasury and expenses
* Issuance of sales invoices
* Follow up the collection of sales invoices
* Follow the movement of suppliers
* Issuance of checks
* Follow Bank
* Follow up work orders
* Processing and payment of salaries
* Track Customers
* Prepare in data processing budget
*Prepare in developing action plans to enable the company to achieve its objectives

* Control over incoming and outgoing documents to the accounting department, and make sure it is correct and contain the required signatures
* Participate in the process of periodic and annual inventory of materials and fixed assets and match them with their own accounts
* Overseeing the preparation of payroll and wages for staff and ensure the authenticity of the preparation of these tables

## GLOBAL ONE – NOVA COLOR FOR ITALIAN DECORATIVE PAINTS

**March 2022 – Jun 2022**

**Doha - Qatar**

**Senior Sales Executive Chief Accountant ( Temporary Work )**

- Managing all marketing for the company and activities within the marketing department.
- Developing the marketing strategy for the company in line with company objectives.
- Co-ordinating marketing campaigns with sales activities.
- Overseeing the company's marketing budget.
- Creation and publication of all marketing material in line with marketing plans.
- Planning and implementing promotional campaigns.
- Manage and improve lead generation campaigns, measuring results.
- Overall responsibility for brand management and corporate identity
- Preparing online and print marketing campaigns.
- Monitor and report on effectiveness of marketing communications.
- Creating a wide range of different marketing materials.
- Working closely with design agencies and assisting with new product launches.
- Maintain effective internal communications to ensure that all relevant company functions are kept informed of marketing objectives.
- Analyzing potential strategic partner relationships for company marketing.

* Issuance of sales invoices
* Follow up the collection of sales invoices
* Follow the movement of suppliers
* Issuance of checks
* Follow Bank
* Follow up work orders
* Track Customers
* Prepare in data processing budget
*Prepare in developing action plans to enable the company

to achieve its objectives

* Control over incoming and outgoing documents to the accounting department, and make sure it is correct and contain the required signatures

## EAMAR STAR FOR TRADING & CONTRACTING

**July 2021 – 15 Jan 2022**

**Doha - Qatar**

**Chief Account**

* Constipation treasury and expenses
* Issuance of sales invoices
* Follow up the collection of sales invoices
* Follow the movement of suppliers
* Issuance of checks
* Follow Bank
* Follow up work orders
* Processing and payment of salaries
* Track Customers
* Prepare in data processing budget
*Prepare in developing action plans to enable the company to achieve its objectives

* Control over incoming and outgoing documents to the accounting department, and make sure it is correct and contain the required signatures
* Participate in the process of periodic and annual inventory of materials and fixed assets and match them with their own accounts
* Overseeing the preparation of payroll and wages for staff and ensure the authenticity of the preparation of these tables

## SIPES QATAR PAINTS

**Aug 2020 – June 2021**

**Doha - Qatar**

**Senior Sales Executive**

- Managing all marketing for the company and activities within the marketing department.
- Developing the marketing strategy for the company in line with company objectives.
- Co-ordinating marketing campaigns with sales activities.
- Overseeing the company's marketing budget.
- Creation and publication of all marketing material in line with marketing plans.
- Planning and implementing promotional campaigns.

- Manage and improve lead generation campaigns, measuring results.
- Overall responsibility for brand management and corporate identity
- Preparing online and print marketing campaigns.
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- Analyzing potential strategic partner relationships for company marketing.

## Top Class for Trading & Contracting

**May 2016 – May 2020**

**Doha - Qatar**

**Marketing & Sales Manager**

- Managing all marketing for the company and activities within the marketing department.
- Developing the marketing strategy for the company in line with company objectives.
- Co-ordinating marketing campaigns with sales activities.
- Overseeing the company's marketing budget.
- Creation and publication of all marketing material in line with marketing plans.
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# Saleh Hamed ElMana

## Nissan Co.

**Dec 2012 – Mar 2016**

**Doha - Qatar**

**Accountant & Stock Controller Supervisor.**

**Logistics Department**

Accountant & Stock Controller Supervisor ensures productivity of his subordinate staff and ensures all stock logs , or records to report's of stocks are in order and maintained.

- The key person of section to communicate with other department for updates on stock ,PDI requests ,crippling updates, etc.
- Follow up all tasks of stock controller like fuel transactions & Audit , PDI check list record , Marian claims , port modification ,PNA , stocktaking , crippling , shipment follow up , daily reports , weekly reports, PDI job card opening & invoicing , transfers ,stock maintenance.
- Follow up & monitor the PDI requests
- Auditing manual books and supervising document circulations
- Creating all inventory report's & analysis report's (Daly, Weekly, Monthly )
- Monitor & follow up periodic stocktaking of stockyards & fuel.
- The key person for preparing all doc's & report's for the annual stocktaking.
- Monitor & follow up stockyard's capacities
- Loading new shipments on logistics system.
- Follow up & supervising staff attendance & Over Time.
- Perform other responsibilities as assigned by direct manager

# Contrack-Qatar

## Vodafone Qatar Project

**Sep 2010- Nov 2012**

**Doha - Qatar**

**Chief Accountant- Finance Department**

* Constipation treasury and expenses
    * Issuance of sales invoices
    * Follow up the collection of sales invoices
    * Follow the movement of suppliers
    * Issuance of checks
    * Follow Bank
    * Follow up work orders

* Processing and payment of salaries
* Track Customers
* Prepare in data processing budget
*Prepare in developing action plans to enable the company to achieve its objectives
* Control over incoming and outgoing documents to the accounting department, and make sure it is correct and contain the required signatures
* Participate in the process of periodic and annual inventory of materials and fixed assets and match them with their own accounts
* Overseeing the preparation of payroll and wages for staff and ensure the authenticity of the preparation of these tables
- Make Financial reports in 2010 & 2011 &2012

## Orascom – Trading

**Jan. 2006– Sep 2010.**

**Cairo - Egypt**

**Accountant – Finance Department.**

- Data Entry in Sales.
- Preparing the General Ledger.
- Preparing the closing entries.
- Excellent knowledge in sales tax
- Excellent knowledge In Income tax.
- Preparing the Suppliers report .
- Preparing the Customer report.
- Preparing deducted Tax report .
- Preparing Sales report.
- Transmitting all manual transaction into commercial program.

## Orascom – Trading

**Jan. 2002 – to December 2005**

**Cairo - Egypt**

**Assistant Co-ordinator – Mobinil Environement Maintenance**.

**Responsibilities:**

- The coordinator is the approved official point of the contact in Orascom with Mobinil ( contactor's Account Manager ) as stated in the contract for all correspondences and performance complaints from Mobinil if any Orascom Area.

Coordinator responsibilities Can be summarized as follows:

A-Daily work
B-Weekly Work
C-Monthly Work
D- Annually Work

- *Note*:
- Attending all meetings with MobiNil for Different discussions:

**Deco Top CO. Construction**

**July.2001 – Dec.2001**

**Cairo - Egypt**

**Project Accountant**

## Education

- **Information Technology Institute , Tiba Academy**

  **Commerce**, BCS Computer Science**1996 -2000**

- **General Appreciation : V . Good**

  **Business Administration - Management Information Systems**, **Cairo university2006**

- **General Appreciation : V . Good**

## Languages

- Arabic - - Native Language
- English - - V. Good

## International skills:

- ISO 9001 : 2008 – International Internal Auditor of Quality Management Systems
- Professional Financial Manager Certificate ( PFM ) – June 30. 2024 to 28 JULY 2024 – Provided SHRM – Grade : Good
- I am studying for a Certificate Financial & Managerial Accounting Associate ( FMAA ) from IMA ( Institute of Management Accountants )

## Computer skills

- Software: MS Word, Excel, Power point, Access .
- Internet: Capable of surfing the net by any Browser
- Network NT4 Diploma From 6-5-2002 To 1/11/2003 ( Excellent )
- Oracle 9i Course From 10-6-2004 To 1-4-2005 ( Good )
- Graphic : Freehand 8 From 1-4-2004 To 1-6-2004 (Excellent )

- Programming : Visual Basic 6 From 1-12-2003 To 1-6-2004 (V. Good )
- Management Certified Accountant course (MCA)From Cairo University 2008 (V. Good)

References References will be furnished upon request.

*THANK YOU*

TOP CLASS
TRADING & CONTRACTING

## TO WHOM IT MAY CONCERN

This is only to certify that **Mr. Amir Joseph Nessem** was working in **Top Class for Trading & Contracting** in a position of **Marketing Manager**, Mr. Amir was appointed to a position Marketing Manager from May. 2016 till Now.

He was responsible for the following:

- Managing all marketing for the company and activities within the marketing department.
- Developing the marketing strategy for the company in line with company objectives.
- Co-ordinating marketing campaigns with sales activities.
- Overseeing the company's marketing budget.
- Creation and publication of all marketing material in line with marketing plans.
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- Working closely with design agencies and assisting with new product launches.
- Maintain effective internal communications to ensure that all relevant company functions are kept informed of marketing objectives.
- Analyzing potential strategic partner relationships for company marketing.

This certificate was given to him upon his request without any responsibility on the company.

QCS
ISO 9001
OHSAS18001
ISO 14001

**Top Class for Trading & Contracting Co.**

TOP CLASS
TRADING & CONTRACTING
P.O.Box:92238 Doha-Qatar

**Fares H. Al Azab**
General Manager

Tel. : +974 44 31 1833
Fax : +974 44 31 1033
P.O.Box: 92238 Doha-Qatar
Website: www.topclass-tc.com
E-mail : info@topclass-tc.com

TOP CLASS
توب كلاس TRADING & CONTRACTING

# إلي من يهمه الامر

نشهد نحن / **شركه توب كلاس للتجاره والمقاولات** بان السيد / **امير جوزيف نسيم بولس** يعمل لدينا بوظيفه **مسؤل التسويق والمبيعات** من **2016/05/05** الي **2020/03/31**

وخلال هذه الفتره أظهر معرفة وخبرة تسويقية رائعة وبسبب مهاراته التسويقية ، أكملت شركتنا بنجاح العديد من الأهداف . وخلال هذا الوقت قام السيد / **أمير جوزيف نسيم بولس** بجميع واجباته بطريقة مهنية وصادقة لم يساعد في أنشطة التسويق فحسب ، بل بذل أيضًا العديد من الجهود لتدريب موظفي التسويق المبتدئين ومواكبة آخر احتياجات التسويق. وقد أعطى نهجه الصادق تجاه العمل وشخصيته الودية مثالاً يحتذى به بين الموظفين الآخرين .

نتمنى أن ينجح في جميع مساعيه المستقبلية.

مع تحياتي

السيد ياسر حمد العزب

مدير عام الشركه

توب كلاس للتجارة والمقاولات

TOP CLASS
توب كلاس TRADING & CONTRACTING
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DUPLICATE

Date: February 10, 2016

## TO WHOM IT MAY CONCERN

This is to certify that **Mr. Amir Joseph Naseem Boles,** Egyptian National has worked for our company as **"Stock Controller Supervisor"** in the Logistics Department from December 06, 2012 to February 10, 2016

This certification is issued upon his request without any responsibility towards the company.

We wish him all the best in his future endeavors.

**Saleh Al Hamad Al Mana Co.**

ORASCOM TRADING S.A.E

mobinil PROJECT

# To Whom It May Concern

This is only to certify that ***Mr. Amir Joseph*** was working in Orascom Trading in a position of senior accountant, Mr. Amir was appointed to a position of Senior Accountant in **Contrack Qatar W.L.L**. in VODAFONE QATAR/ALU project from Sep. 2010 till Sep. 2012.

He was responsible for the following:

* Constipation treasury and expenses
  * Issuance of sales invoices
  * Follow up the collection of sales invoices
  * Follow the movement of suppliers
  * Issuance of checks
  * Follow up Bank
  * Processing and payment of salaries
  * Control over incoming and outgoing documents to the Accounting department, and make sure it is correct and Contain the required signatures
  * Participate in the process of periodic and annual inventory of Materials and fixed assets and match them with their own Accounts
  * Overseeing the preparation of payroll and wages for staff and Ensure the authenticity of the preparation of these tables

Orascom Trading being one of the daughter companies to Orascom Group is one of the leading private sector companies working in Egypt in the field of contracting, Heavy Machinery, Generating Sets, Pumps, Motors & Marine Equipment for 25 years now. MobiNil maintenance project is one of our projects in GSM field inside Egypt; our company has similar GSM projects abroad.

This certificate was given to him upon his request without any responsibility on the company.

ORASCOM TRADING S.A.E

**Orascom Trading**
Bassem Botros
General Manager

CONTRACK
QATAR

كونتراك
قطر

ص . ب : 22042
الدوحة - قطر
تلفون : 4561414 (974 +)
فاكس : 4654296 (974+)
ايميل : contrack@qatar.net.qa

6th August 2014

**Service Certificate**

This is to certify that Mr. Amir Joseph Nassem Boles, holding Egyptian Passport No. A02391152 has been employed with our Company in the position of "Accountant" from 1st November 2010 to 30th November 2012.

We wish him all the best in his future endeavors.

Sincerely,

**Suresh Kumar**
**Finance Manager**

كونتراك
قطر ذ.م.م.
CONTRACK
QATAR - W.L.L

**ORASCOM** *TRADING* S.A.E.
أوراسكوم التجارية ش.م.م.

**Date: 05th of August, 2014**

# To whom it may concern

This is to certify that **Mr. Amir Josiph** was in the employment of Orascom Trading as a **Accountant at Finance Department** from **01/08/2001 to 01/09/2010.**

This letter was issued upon his Request without further responsibility upon the company.

**Human Resources Manager**

5/8/14

**Mr. Sherif Ezzat**

شركة أوراسكوم التجارية ش.م.م
قطاع الصيانة والإنشاءات البيئية
ض م & ب ض ١٦٧ / ١٥٧ / ٢٠٠
ملف رقم ١٩١ / ١٤ / ٥ - س ت ١١٤٢ الجيزة
مأمورية مركز كبار الممولين

تارجت انجينيرينج
TARGET ENGINEERING

تارجت انجينيرينج
TARGET ENGINEERING
For Surveying & Engineering للمساحة و الهندسة

## TO WHOM IT MAY CONCERN

THIS IS TO CERTIFY THAT **MR. AMIR JOSEPH NESSEM** – EGYPTION NATIONALITY – QID : 27981808026 HAS WORKED FOR OUR COMPANY AS " **Chief Accountant** " IN THE FINANCIAL DEPARTEMENT FROM **JULY 2022 TO NOV 2022**

THIS IS CERTIFICATION IS ISSUED UPON HIS REQUEST WITHOUT ANY RESPONSIBILITY TOWARDS THE COMPANY

WE WISH HIM ALL THE BEST IN HIS FUTURE ENDEAVERS

**TARGET ENGINEERING**

Mob: (+974) 7732 1921 Email: info@targetengineering-qatar.com P.O.Box: 152043 Doha - Qatar