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## **Ahmed Abdul Salam Mohammed Shokr**

### **PERSONAL INFORMATION**

**Nationality** : Egyptian  
**Date of Birth** : 19<sup>th</sup> November 1976  
**Place of Birth** : Abu Dhabi (UAE)  
**Marital Status** : Married and have one child  
**Religion** : Muslim  
**Driving License** : Valid

### **WORK EXPERIENCE**

#### **September 2017 Till Now :**

**Position** : Finance Manager , HR Manager  
**Employer** : Matajer Investments And Trading Development, includes ( Pistache , Forty Fruity , Zattara Restaurant , Mister Fatera ) - Abu Dhabi . Alain Dubai and

#### **Sharjah**

Accomplishments during holding my current position:

Working with a team including an operational manager, five accountants, PRO, HR officer and maintenance foreman, I succeeded to shift the company's financial situation from a loss of 2.7 million AED in 2017 to 600,000 AED profit at the end of year 2018.

#### **July 2015 Till August 2017 :**

Trading Manager at Al Brooge Securites Company (Abu Dhabi) .

#### **September 2010 Till June 2015 :**

**Position** : Group Financial Manager  
**Employer** : Gulf Cement Industries Factory , And Paradise Construction Co. (Al Ain)

#### **Duties & Responsibilities:**

- Providing and interpreting financial information;
- Monitoring and interpreting cash flows and predicting future trends;
- Analyzing change and advising accordingly;
- Formulating strategic and long-term business plans;
- Researching and reporting on factors influencing business performance;
- Analyzing competitors and market trends;
- Developing financial management mechanisms that minimize financial risk;
- Conducting reviews and evaluations for cost-reduction opportunities;
- Managing a company's financial accounting, monitoring and reporting systems;
- Liaising with auditors to ensure annual monitoring is carried out;
- Developing external relationships with appropriate contacts, e.g. auditors, solicitors and bankers ;
- Producing accurate financial reports to specific deadlines;
- Managing budgets and supervising staff;
- Keeping abreast of changes in financial regulations and legislation.

#### **December 2005 Till August 2010 :**

**Position** : Trading Manager  
**Employer** : Al Brooge Securities Company.

#### **Duties & Responsibilities:**

- Effectively handling around 100 clients with their accounts and portfolios.
- Generating brokerage and maintaining accounts of the clients.

- Providing professional tips and assistance to the clients for trading.
- Providing the clients with the latest financial status of the companies listed in the stock market.
- Download and upload daily log and closing price on the brokerage software.
- Transfer holding accounts (Stock Transfer) In and Out.
- Preparing technical analysis of the stock market, determining the index, ranking the top and least 5 companies in prices and amounts and e-mailing the results to the clients.
- Generating daily analysis report of the company trading including the bank settlement, company commission and the company percentage in the stock market trading.
- Representing my company in " Infinity " TV channel as the official financial analyst in the daily program " 30 Minutes " , for the period August 2006 till August 2007 .

#### **December 2001 Till November 2005 :**

**Position 1 : Accountant (December 2001 till February 2003)**

**Position 2 : Chief Accountant (2003 – 2005)**

**Employer : Pistache Trading Company (In UAE)**

#### **Duties & Responsibilities:**

- Main Responsible for all Financial Activities of the company:
  - Follow daily sales & banks deposits according to the banks' balance.
  - Prepare L/C & Swift for buying goods from abroad and follow up the shipment till arriving
  - Cost distribution after adding freight, custom, and all other costs and terms.
  - Credit supervision & debit collection.
  - Making settlement JV's and salaries preparation.
  - Preparing Financial Statement (Balance sheet, Profit & Loss A/C, Ledger...etc).
- Professional Use of Point of Sales Program and Quick Book Program And Tally9 .

#### **May 2001 - November 2001 :**

**Position : Marketing Representative**

**Employer : Arabian Trading Agency (Egypt).**

#### **Duties & Responsibilities:**

- Provide bidding for purchasing quotations, and Marketing the goods all over the area.

#### **July 1999 - May 2001 :**

**Position 1 : Reservation Responsible (Flights & Hotels)**

**Position 2 : External Tourism Responsible**

**Employer : Al-Badry Tours Co. (Egypt)**

### **EDUCATION**

**Secondary School** : Abu Dhabi Secondary School (UAE) .  
**Academic Qualification** : Bachelor of Commerce -English Section 1999 . Menofia University (Egypt)  
**Grade** : Pass .  
**Section** : Accounting .

### **CERTIFICATES**

: Certified International Web Designer ( CIW ) Foundation .  
 Certified International Web Designer ( CIW )E-Commerce Designer .  
 CMA Course (Initiated)  
 Financial Analyst Certification-Ongoing.

### **TRAINING COURSES**

\* Attended MCIT Courses From 29/04/2001 To 19/11/2001 in System Information - Compatible from IBM

\* **Training Course Subjects:**

Comparative Study of Operating System and Computer Organization.

Project Management & Small Business and Principles of Marketing Management.

\* Remember and Keeping Quran .

\* **REFERENCES & RECOMMENDATIONS AVAILABLE UPON REQUEST.**