



## Abd Elrahman Adel Hassan

### Accountant

Scaling new heights of success with hard work & dedication, and professional growth in Accounting & Auditing & Financial Analysis (Accounting Operations/ Accounts Payable & Receivable) in contracting company and Developer Properties company preferred in UAE

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### Profile Summary

- A goal-oriented professional in **Finance & Accounting**
- Proven skill in improving operations, impacting business growth & maximizing profits through cost reductions, internal control and productivity improvements
- Proficient in managing all financial operations and preparing reports there-on; skillful in preparing annual budgets, business plans and internal projections
- Expertise in managing financial accounting, ensuring month-end provisions & payables management, preparing ledger books, financial statements reconciliation and annual closing of accounts
- A strategic planner with expertise in revamping existing systems & procedures, preparing business continuity plans, designing internal control systems and facilitating effective decision-making
- Skilled in implementing financial procedures, maintenance & finalization of accounts as per statutory requirements and auditing
- Keen analyst with excellent negotiation and relationship management skills and capabilities in liaising with financial institutions and other agencies
- Effective communicator with excellent drafting skills and strong analytical & organizational skills with flexible attitude



### Training/ Certifications

#### Trainings

- ▶ Electronic Accounting (Al Amin - Quick Books - Peach Tree – Oracle )

#### Certifications

- ▶ International Computer Driving License ( ICDL ) Holder ( UNESCO ) Microsoft Office
- ▶ English models at international institute



### Soft Skills



### Personal Details

**Date of Birth:** September. 16. 1994

**Languages Known:** English & Arabic

**Address :** UAE, Dubai



### Education

- ▶ Bachelor of Commerce, Accounting Dept. - Bani Sweif University, Graduation 2017 - Egypt

## Work Experience

**May'18 - Sept'19**

**Sigma scientific Services as Accountant**

**Oct'17 – Apr'18**

**Al Ashry Auditing and Accounting Services, Cairo, Egypt as Accountant**

**Jul'17 – Sept'17**

**Bank of Cairo Bani Sweif, Egypt as Junior Accountant (Training)**

### **Key Result Areas:**

- ▶ Preparing and explaining weekly profit & loss projections; establishing product line profit & loss statements to identify opportunities and risks
- ▶ Formulating and presenting weekly and monthly management reports on cost and benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis
- ▶ Controlling and maintaining fixed assets; streamlined reports and entries, filed returns for fixed assets, monitored site wise capitalization and provision, undertook physical verification of assets, ensuring that all assets were insured at the correct value
- ▶ Steering the financial, ledger, cash book, reconciliations and subsidiaries
- ▶ Directing the financial analysis, internal & regulatory reporting, accounting operations; providing guidance when determining methods and procedures on new assignments
- ▶ Ensuring periodic review of ledgers and maintenance of books of accounts as per accepted accounting standards; maintaining & reconciling accounts as well as preparing reports; performing financial reporting & analysis, variance analysis and MIS for assigned functional areas
- ▶ Directed the financial analysis, internal & regulatory reporting, accounting operations, budgeting, forecasting leading to long-term improvements in cost savings, profitability and productivity
- ▶ Administered the preparation of monthly trial balance, profit & loss statements, cash flow statements, audit reports and other financial statements such as vouchers (receipts and disbursements) for all cash inflows and outflows
- ▶ Reviewing, investigating, and correcting errors and inconsistencies in financial entries and documents leading to transparency in reporting to internal and external stakeholders
- ▶ Devising, calculating and interpreting key accounting ratios for enabling effective performance management
- ▶ Guiding the accounting department in creating reports and financial statements to be presented at annual meetings
- ▶ Documenting and maintaining reports related to cash flow and presented them to regulatory authorities
- ▶ Developing payable controls & procedures that improved timeliness and accuracy of both the recording and payment of transactions
- ▶ Ensuring effective allocation of cash resources by supervising activities related to placement of funds with optimal returns
- ▶ Developing rolling forecasts for cash flow, profit & loss projections for review by management; undertaking risk and return analysis, sensitivity analysis for the short and long term
- ▶ Assisting in the development of annual and long-range plans that linked business strategies to operational plans and the expected range of financial results
- ▶ Monitoring key performance indicators, operational performance indicators, strategic initiatives, risk scenarios and business plans for the Finance Department

### **Highlights:**

- ▶ Gathered information from other system (i.e. Payroll, Inventory, Petty cash) to finalize monthly and yearly accounts
- ▶ Formulated monthly employees' salaries, air tickets, calculate the extra working hours for all employees and calculating employee benefits at the end of the service legally
- ▶ Focused on conducting follow-up expenses of the institution
- ▶ Supervised supplies invoices as per our (LPO) and issued or transfer required amounts