

Personal Data

Name : Amr Abelaziz Moustfa Zayed
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Education

University : Tanta University.
Faculty : Faculty of Commerce
Department : Accountant
Univ.Degree : B.Sc.May 2006

Personal Summary

A highly successful financial accountant and customer service teamleader with invaluable experience in financial reporting and accounting covering a variety of industries from start-up business, to financial management and company closures. Hands on experience of providing professional advice in strategic sectors such as financial reporting, taxation, auditing, forensic accounting, corporate finance and insolvency. Easy going by nature and able to work with all members of staff regarding finance issues to resolve problems. Presently seeking a professional and satisfying role in a reputable company.

Career History and Experiences

- Working at **FEWA** Federal Electricity & Water Authority (uae) from 1st may 2014 as accountant first year with Oracle ERP and then with SAP ERP SYS as key user for Financial adjustment and Tax issues and Credit control and Reports for revenue and debits and Bill exemption and Bill creation issues and Report for each service income and Bank transfer and DIRECT DEBITS service for installments and bill payment and service installations fees payment and creating and check the final bill for installing service and moved out services and banking settlements
- Worked at **Etisalat-UAE** from the 1st of May 2008 up to last May 2014 as senior accountant for (General accounting AP, AR, bank statements, depreciation, general ledger journals, Reconciliation of bank accounts, preparing payments, Reconciliation of inventory with general ledger accounts, Reconciliation of petty cash, Payroll preparing and processing, Proper allocation of payments made and received , Responsible for monthly closings on time – completeness and correctness of accounting entries, Responsible for the preparation of income and balance sheet statements, other accounting statements and reports, support in collection, miscellaneous reports for local management and Headquarters

- Worked on Daltex co. from 1st August 2006 up to last of march 2008 as accountant and supply chain coordinator between logistic and inventory with SAP system SD & MM module
- Practice accounting & auditing process at accounting office. From 1st of may 2004 up to last of April 2006 enter the day to day transactions into the financial system General Ledger Accounting and all financial statements.

Courses and Computer Skills

- **CMA** - Certified Management Accountant {Part 1(Planning, budgeting, and forecasting -Performance management-Cost management -Internal controls - financial accounting) Part2(Financial statement analysis-Corporate finance -Decision analysis and risk management -Investment decisions)}
- **CFC** - Certified *Financial Consultant (Financial Reporting and Analysis, Quantitative Methods for Investment Management, Corporate Finance, International Financial Markets and Institutions, Risk Management)*
- **MINI MBA** - Master of Business Administration (Operation Management ,Talent Management ,Strategic Management ,Quality Management, Project Management Professional ,Marketing Management ,Finance & Accounting ,Principals of Economics ,Supply Chain Management , Introduction to sales and marketing ,Personal selling ,Sales force management ,Key Account management ,Negotiation ,Customer relationship management ,Supply chain management ,Sales leadership, Management and supervision)
- **SAP FI** (General Ledger, Accounts Payable, Accounts Receivable, Bank Accounting, Asset Accounting ,financial reporting) **SAP CO** (Cost Center, Internal Order, Profit Center)
- **Accountant Excel -- Tally**
- **ICDL**

Language Skills

- Mother tongue **Arabic Excellent** written & spoken
- **English** Very good written & spoken

PROFESSIONAL EXPERIENCE

Accounting

- An excellent understanding of the technical aspects of accounting.
- Experience of liaising with internal and external auditors.
- Extensive knowledge of Enterprise-wide Resource Planning (ERP).
- Successful at resolving accounting disparities in a firm.
- Aware of all new legislation, compliance with existing regulatory requirements.
- Good working knowledge of SAP

- Possessing strong technical skills in both management and financial accounting and comfortable utilizing financial information systems.
- The ability to maintain clear and accurate records.

Management

- Management of financial systems.
- Experience of being involved in the recruitment and interview process of new staff.
- Proven ability to devise ways to increase a company's profitability and growth.
- Able to work individually with minimal supervision or as part of a team.
- Ability to work to tight deadlines and control a number of projects at once.
- The ability to communicate financial issues to non financial senior management and directors.

