



# Mohamed Ahmed Sleem

Corporate Treasury manager.

Date of Birth: 7 June, 1982

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## ➤ Profile

I'm experienced accountant with valuable knowledge in the field of accounting, Experienced Treasury Operations, Cash Management, Cash Flow Forecasting, Short Term Investment, Banks Facility Control and Reporting, Bank Relationship Management, Credit Control Manager, Skilled in Cash Flow, Business Planning, Internal Audit, Analytical Skills, and Fixed Assets., AP & AR Monitoring.

## ➤ Work Experience

### **ERADAT Transport Co.\_ (AHQ Group)**

**Treasury & Cash management Head.**

March 2015 – Present.

- Prepare and monitor a daily cash position report at group level.
- Prepare weekly cash flow variance analysis showing the actual vs projected transaction Besides identifying each variance with clarification.
- Prepare short & long-term consolidated cash flow forecast ensuring sufficient funds are held to meet the future business requirements with recommendations on bridging the gaps if any.
- Work closely with Production planning department to understand the schedule of backlog orders to sustain adequate liquidity for sourcing of raw materials and to cover the cash conversion cycle gap.
- Work closely with accounts receivable & accounts payable departments to follow up on collections and discuss cash disbursement arrangements in order to sustain efficient long-term liquidity forecasting with adherence to the group policies and procedures.
- Optimize use of cash and bank facilities with the aim of reducing finance cost while maintaining satisfactory relationships with banks.
- Open and close bank accounts, answer periodic bank queries, prepare bank presentation, KYCs, FATCA/CRS/Self Certification, updating delegations of signature authority and setup online banking etc...

- Perform all customer operational transactions e.g. (Facility disbursement, reduce, freeze, reactivate, lean, allocated, sub-allocated lines, early settlement, partial settlement, rescheduling, write-offs, due date changes and reversal of transactions).
- Ensuring timely reconciliation of GL Vs operations modules.
- Analyze the credit financial of the client in order to approve the credit.
- Have proper control over all the receivable and their recording in the GL.
- Prepare the management reports with variance analysis in relation to revenue/receivable.
- Provide accrual and adjustments with a view of monthly closing of accounting books.
- Report to the superior for the assigned tasks in the area of responsibility.

### **Alexandria Petroleum Maintenance Co.**

#### **Treasury supervisor.**

Jan. 2008 – May 2013.

- Achieve Best banking facilities agreements conditions through negotiations to getting short term loan to finance working capital "Clean Over draft", L/G's and D/C's Facilities.
- Prepare and review the operational transactions e.g. (Transfers, loan/drawdowns, rollovers and facility repayment, Letter of credit, Letter of guarantee and cash against documents etc...)
- Prepare various treasury reports e.g. (Detailed loan report, Facility utilization, Currency exchange rates, Cost of finance, SIBOR and LIBOR analysis etc...).
- Hedging against Foreign currencies Exchange Rates fluctuations through Making Forward contracts.
- Review bank expenses according to bank facilities agreements. - Review interest calculation, follow up current accounts balance compare with overdraft limits.
- Issue Time Deposits, L/G's, L/C's and prepare Bank reconciliation reports.

### **Alexandria Petroleum Maintenance Co.**

#### **Accounts Payable**

May 2013 – Mar. 2015.

- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Verifies vendor accounts by reconciling monthly statements and related transactions.

### **Accounting Bureau**

Jan 2004 – Jan. 2007

That's gives me more Skills & Qualifications like Tracking Budget Expenses, Attention to Detail, Thoroughness, Organization, Analyzing Information, Accounting, Vendor Relationships, PC Proficiency, Data Entry Skills, General Math Skills.

## ➤ Education

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### **Bachelor of commerce 2003**

Alexandria University, accounting major. General grade Good.

**School:** primary, preparatory, secondary in schools in Gamal Abd El-Nasser in Alexandria Egypt.

## ➤ Skills & Training courses

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### **Certified Treasury Professional.**

Willing to finished the certificate this year.

### **Oracle Financial**

I'm very familiar and experienced with GENERAL LEDGER, Cash Management, Accounts Payable and Accounts Receivable Module.

### **Microsoft Office**

I'm very familiar and experienced with the Microsoft Office Suite (ICDL Certificate)

### **Internet**

very experienced user of the internet for research and other educational purposes.

### **English course**

In the Arab academy for science, technology and maritime transport. Finished the upper intermediate courses.

### **Cash & credit management for business**

online course from Udemy global

### **The Complete Financial Analyst**

online course from Udemy global

## ➤ Languages

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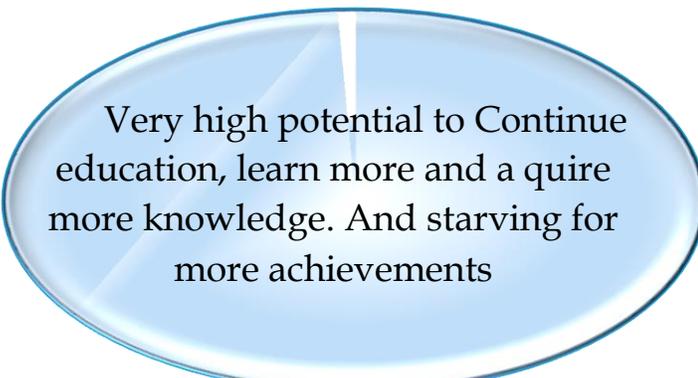
**Arabic:** Mother tongue, spoken and written

**English:** Spoken and Written

## ➤ References

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Available upon request



Very high potential to Continue education, learn more and a quire more knowledge. And starving for more achievements