

## **Hossam Abd El-Rahman Ahmed El-Toukhy - MSc in Finance, FMVA, CertIFRS**

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### **Career Objective:**

A professional Accountant holding a MSc in International Accounting and Finance, with more than 15 years of experience in accounting and financial reporting. Looking for an opportunity to utilize my experience and education through a new challenge.

### **Education:**

#### **MSc in International Accounting and Finance – October 2019**

University: Heriot Watt University - UK

#### **Bachelor of Commerce - June 2004**

Major: Accounting (English Section)

University: Mansoura - Egypt

### **Certificates:**

- Financial Modeling & Valuation Analyst Certification (FMVA)– CFI (October 2023).
- Certificate in International Financial Reporting Standards (IFRS)- ACCA – UK (December 2018).
- Foundation Certificate in Accounting and Finance- American University in Cairo (July 2012).
- Certificate in General Accounts (Manual- Computerized) from Egyptian Group for Accounting & Auditing.

### **Work Experience:**

#### **Finance Manager**

**(January 2024 – Present)**

**Star Home for Home Nursing L.L.C**

**Polytrades Company - Dubai, UAE.**

In my current capacity, I serve as the Finance Manager for both Star Home for Home Nursing L.L.C and Polytrades Company, the two companies are part of the **Al Naboodah Group**. Star Home for Home Nursing provides professional, personalized, respectful top-quality care and home nursing services, through evidence based standards. Polytrades Company specialize in automotive spare parts import and trading.

#### **Job Description:**

- Supervise day-to-day financial transactions, including invoicing, accounts payable, and receivables.
- Monitor the GL transactions and ensure the accuracy and integrity of data.
- Analyse financial data and trends to provide insights and recommendations to the leadership team.
- Prepare budgets and monitor performance through addressed KPI for each department.
- Ensure the procedures of monthly closing cycle activities and review month-end financial reports to the chairman.
- Responsible for month-end and year-end accounts closing processes.
- Generate accurate and timely financial reports for internal and external stakeholders.
- Ensure compliance with relevant accounting standards (IFRS) and company's policies.
- Compile and prepare year-end financial statements, including the income statement, balance sheet, and cash flow statement.
- Monitor and manage cash flow to ensure adequate liquidity for daily operations.
- Coordinate with relevant stakeholders to optimize cash flow processes, including operations team and banks.
- Ensure compliance with FTA regulations, and ensure accuracy and timeliness of VAT return submissions and collaborate with external tax consultants if necessary.
- Provide financial insights and advice to the board of directors.
- Coordinate and work closely with auditors during the audit process through providing financial documents and records.

#### **Senior Internal Auditor**

**(March 2021– August 2023)**

**ADCOOP - Abu Dhabi, UAE.**

Abu Dhabi Cooperative Society is a chain of Hypermarkets and Malls (annual turnover of ~AED 2.5 billion) operating across U.A.E.

#### **Job Description:**

- Conduct Risk Assessment and develop internal audit annual plans.
- Define the assignments scope in line with the internal audit plan
- Execute internal audit assignments to determine the design and operating effectiveness of internal controls.

- Assess compliance with policies and procedures as well as applicable laws and regulations.
- Obtain, analyse and evaluate supporting documents including reports, data and flowcharts.
- Conduct financial analysis as part of audit execution to assess the organization's financial performance, achieving financial goals and uncover inefficiencies or areas where cost savings can be achieved.
- Manage the team through allocating responsibilities and reviewing the team's performance and deliverables.
- Prepare the observation tracker, validate observations with process owners and develop the draft internal audit report.
- Ensure full assignment folder including cross-referenced working papers and audit program as well as draft report are ready for assignment manager review.
- Ensuring the timely completion of audits.
- Optimizing the audit process to increase compliance and efficiency.
- Major areas of experience: corporate units (Finance, Human Resources, Administration), retail operations and real estate (malls & tenants management and facilities management).

#### **Senior Accountant**

**(December 2012 – January 2021)**

#### **Union Coop - Dubai, UAE.**

Union Coop is a chain of Hypermarkets and Malls (annual turnover of AED 3 billion) – Dubai, U.A.E

#### **Job Description:**

##### **A – Accounts payables:**

- Process different types of payments including Contracts, Purchase Orders, Direct Invoices and Payroll related transactions.
- Reconciling statements through matching vendor's statement of account and our records by verifying entries and comparing system reports to balances.
- Preparing analyses of accounts and producing monthly reports, including accounts payable aging reports to ensure all due invoices are paid on time.
- Handling the petty cash system for all departments (amount of AED 500,000.00).
- Issuing cheques to reimburse the Petty Cash Provision.

##### **B –Accounts Receivable:**

- Manage credit Sales accounts and coordinate with all credit sales customers.
- Prepare aging reports on monthly basis, generate all statements of outstanding balances, and submit them to customers.
- Allocate all received vouchers with debit advises according to customer advise.
- Updating customer's balances & information.
- Matching all credit sales invoices details with sub-ledger accounts and contact system administrator to resolve mismatching cases.
- Handling daily sales of company's branches (15 branches) and reconciling payment items on daily basis.
- Control post-dated cheques (PDC) and generate deposit voucher once they are cleared.
- Control bounced cheques and contacting the concerned income department to collect the amount or submit it to legal department.

##### **C – Banks Control:**

- Reconciling the bank accounts with ledger accounts on daily basis.
- Send report with pending amounts to all concerned to take necessary actions and coordinate with banks' personnel if needed.
- Control the long-term deposits, follow up the profits, post required entries and all bank charges.
- Reconciling all credit cards' collection with bank statement and resolve mismatch transactions.
- Submit Bank reconciliation report for each account to internal control on monthly basis.

#### **Senior Accountant**

**(June 2006 - February 2011)**

#### **Al-Jadaani Group for Trading and Industrial (Glass Factory) - Jeddah, K.S.A**

#### **Job description:**

- Follow up with daily bookkeeping using computer financial software.
- Prepare and follow up with the bank's letter of credits and bank guarantees (NCB and Al-Jazira bank) according to the L/C conditions, terms and shipping procedures.
- Prepare weekly & monthly banks reconciliation.
- Prepare monthly payroll & overtime sheets for labors and other employees.
- Coordinate between the company's warehouses and make the necessary adjustment for inventory items using computer software.
- Follow up with customer's daily collection reports with the sales representatives.
- Prepare costs production reports & inventory reports.
- Responsible for month-end and year-end accounts closing processes.
- Prepare the company final financial reports (adjusted trial balance, income statement, equity statement, balance sheet and cash flow statement) and follow up with the auditors in closing the financial year and obtain the final certified reports for taxation and zakat office.

**Computer Studies:**

- Familiar with many ERP applications and accounting systems (JD Edwards, SAP, Microsoft D365, Dynamics AX, Ajyal Aswaq6 and Tally Prime).
- Proficiency in data analysis by Statistical Analysis Packages (SPSS).
- Excellent quantitative and qualitative analytical skills.
- (ICDL) International Computer Driving License
- (Microsoft Office – Excel, Word, Power Point, Access and Internet)
- Microsoft Excel for Finance & Accounts Professionals on March 2015 from ExecuTrain, Dubai.

**Language Skills:**

**Arabic:** Native language

**English:** Very good

**Others:**

**Driving license:** Valid

**Residence:** Dubai

All references are available upon request.