

Emad Moheb Sam'aan

> Chief OF Accounts



**Cairo, El – Azbakiya ,
El - Faggala , P.O. Box : 5123**

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EXPERIENCE

November 2022 – December 2023

Steel Craft Factory

CHIEF OF ACCOUNTS

- ❖ Calculate VAT taxes value monthly and pay through website.
- ❖ Calculate WHT taxes value quarterly and pay through website.
- ❖ Calculate salaries taxes value monthly and pay through website.
- ❖ Calculate salaries social insurance value monthly and pay through bank.
- ❖ Calculate medical insurance value monthly and record its transactions.
- ❖ Record assets and calculate its depreciations yearly using Declining depreciation method
- ❖ Review cash movements daily.
- ❖ Record LG & LC transactions and bank reconciliations.
- ❖ Review and extract Trial Balance, monthly and make needed adjustments.

November 2012 – October 2022

Security Co.

CHIEF OF ACCOUNTS

- ❖ Calculate VAT taxes value monthly and pay through website.
- ❖ Calculate WHT taxes value quarterly and pay through website.
- ❖ Send and receive electronic invoices through website.
- ❖ Record and review receivable and payable accounts.
- ❖ Record assets and calculate its depreciations quarterly.
- ❖ Review cash movements daily.
- ❖ Review bank statements and make its reconciliations.
- ❖ Review salaries and its taxes and social insurance and medical insurance monthly.
- ❖ Issuing invoices and follow up with collection.
- ❖ Export trial balance monthly to review with general manager and create needed reports.
- ❖ Assist high management in pricing new contracts.
- ❖ Review and audit branches treasury and follow up with branches accountants.
- ❖ Count and review branches inventory and assets yearly.
- ❖ Keep all financial records and documents managed in files, ready to review.

March-2011 – September-2012

Novartis pharma Company.

Project IPP and Expired Goods Co-Ordinator .

- ❖ Matching monthly distributors reports for new customers with the master file.
- ❖ For new customers, creat novartis code,territory name,brike code and all other fields, then joining them to the master file.
- ❖ Pricing the expired goods that distributors need to return back.
- ❖ Calculate the expired goods value accrued to the distibuters monthly.
- ❖ Desrtuct all received expired goods and control the whole process.
- ❖ Issue credit note for the distributors with the expired goods received.
- ❖ Make monthly report with statistical data for each item movements as in-market sales and expired value we received to discover which items are weak in the sales.

Branch Accountant.

- ❖ Pay any expenses and receiving sales revenue from salesrepresentatives
- ❖ Receiving checks and deposit it in the bank.
- ❖ Paying salaries.
- ❖ Auditing and control stock balance.
- ❖ Make bank and customer reconciliations.
- ❖ Responsible for all branch financial operations.
- ❖ Recording all transactions into several reports and sending them to thehead office.

EDUCATION

1982 - 1994

schools of Kuwait

VERY GOOD

- **Primary and secondary school certificates**

1994 - 1998

Faculty Of Commerce, Banha university

Fair

- **Bachelor / Accounting**

1998 - 1999

The American University in cairo

Very good

- **Diploma in Computer Science**

PERSONAL INFORMATION

Marital status: Single

Nationality: Egyptian

Date of birth: 16 March 1976.

Have a license car: Yes.

Own a car: Yes.

Military service: Completed. Finished in 1/1/2002 as a reserved officer.(Started from july-1999 to january-2002).

SKILLS

- **English language: very good.**
- **Computer skills:**
 1. **Excel: very good.**
 2. **Word: good.**
 3. **Internet: very good.**
 4. **ERP Systems: DoubleClick, data link, Comsys and Delta.**