



KAMAL IBRAHIM

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BANKING & ACCOUNTING PROFESSIONAL

I am a talented, results-oriented, and experienced accounting graduate from Ain Shams University, Cairo, Egypt,. I am seeking to develop my experience and knowledge for sake of career progress, through applying for a challenging position preferably in the Accounting & internal auditor field. This will allow me to capitalize on my Financial & banking experience.

Please find hereunder the key areas of my experience:

- General Accounting
- Internal Audit
- Financial Analysis
- Outstanding Customer Service
- Needs – Based Selling
- Banking Operations

PROFESSIONAL EXPERIENCE

Supply chain and logistics supervisor , January 2022 – present
Experts Trading Company (ETC) . Harlow, Essex – United Kindom .
Retail company (new balance athletic wear , US.Polo.Assn , 4F sports wear)

Major Functions:

- * open new connection with new companies working in same field like Direct Sport and JD Sport and make long term cooperation with them. in UK
- * follow up all the shipment between Cairo branch and Europe & UK branch.
- * make new agreements with the airlines companies to shipment our goods with them to Egypt from UK and Poland with good prices like (Wizz air, Ryan air, Easy Jet) .
- * make new agreements with sea shipment companies like (chine sea line & Mersek) to shipment our goods by sea from Italy , German and France .
- * make agreements with two banks in UK (Barclays Bank & Lloyds Bank) to transfer the amount of the shipment between Egypt and UK
- * follow up all the shipment official papers before ship it to Egypt like (Origin certificate, Customs invoice and Euro one certificate) .
- * Receiving the shipment in Egypt with the official papers (bill of lading , Origin Certificate , Euro one certificate)
- * Take a permit from the Export and Import Control Authority to release the shipment after they Preview it and be sure that it's the same shipment in the papers.

- * Determine the value of taxes and customs and the VAT according to the customs item for the goods and pay them at customs before release the shipment.
- * make agreements with Egyptian Bank (National Bank of Egypt) to transfer the amount of the shipment between Egypt and UK and open form 41 for Customs in Egypt.
- * Follow up more than 2000 shipments per year between UK, Europe and Egypt.

Internal auditor and payable accountant , July 2017 – December 2021
Experts Trading Company (ETC) . Cairo – Egypt .
Retail company (new balance athletic wear , US.Polo.Assn , 4F sports wear)

Major Functions:

- Audit all daily bills that were spent through the branches and compare them with cash.
- Disbursing the daily and monthly payments to suppliers by checks for more than 500 pounds, and cash for those who are 500 Pounds Or less , for the provisions of financial control over payments .
- Processing foreign invoices and scheduling their disbursement on time for international companies with brand names and following up on transferring the values of those invoices to them against the goods sent the company and including them in the company's financial statements.
- Processing all invoices submitted by suppliers to the company and making sure that they are invoices that include the VAT for the goods that it is imposed on, in order to deduct them from the monthly VAT report.
- Submit the monthly VAT report and pay the value due to its monthly.
- Scheduling monthly and quarterly fixed payments of rent, electricity bills, water bills and other expenses and setting a default date for payment according to revenues, and including them in the daily restrictions and financial statements.
- Preparing the monthly salary list for the company's employees for more than 350 employees every month .
- Process monthly employee earnings taxes and pay them to the tax authority.
- Handling social insurances for employees and differentiating between the employee's percentage and the company's ratio under the new insurance law and paying them to the social insurance institution from time to time.
- Deducting the withholding taxes when disbursing any invoices to clients and submitting them to taxes every three months through (Form 41) .
- Processing payments throughout the year, reviewing them, and including them in the financial statements , participating in preparing final accounts and financial statements (income list , financial position list , cash flow list) and preparing the annual tax return .
- Contacts internal and external customers of the company in new balance & 4F Poland, turkey, German (Berlin) and Austria (Vienna) to handling all our goods we import it from UE area and travel every month for this companies to check our files and accounts and payments and future quarters cooperation.
- Resolve all problems face us with our customers and vendors and courier companies like UPS and Dpd for courier in Poland.
- Opening customs certificates for goods imported from the European Union in accordance with applicable legal procedures and customs in light of economic agreements such as Euro one certificates .
- Follow-up of shipments that are released from customs and present them to the supervisory supply authorities before their arrival in order to save time and money (early release) .

- Follow up on the release papers for the goods sent from (certificate of origin, bills of lading, other legal certificates) .
- Certified certificate from the International Trade Center of the Egyptian Ministry of Foreign Trade to complete the training on import and export and the procedures followed for that task.

Tax & Assurance Senior Accountant, January 2014 – June 2017

Grant Thornton (Mohamed Hilal). Cairo – Egypt.

Assurance & Tax Advisory Services.

Major Functions:

- Study the tax positions of companies by type of activity.
- Calculation the Tax payable annually and prepare the annual tax return Explaining the profit tax and Submit it to the IRS.
- Prepare the samples of document for any tax examination.
- Calculation the deduction & addition tax and prepare the (41form) for the companies every quarter of the year then submit it to the IRS.
- Calculation the withholding tax from the salaries of the employer of the different companies and supplied it to the IRS.
- Open social insurance file to the company and the staff whom work in it.
- Help the companies to prepare the financial statements and financial reports with professional and legally way.
- Preparing the VAT report every month for the clients and submit it to The VAT office .
- create companies and listing their name in the General Investment Authority.
- create accounting systems and financial control for the company's accounting system, which allows ease of control and also extract financial data and information easily.
- Registration in the Egyptian Association of Accountants and Auditors.

Accounting & Internal Auditor, February 2010 – December 2013

Bus transport Limousine& travel co,

EIM Auto Group (KIA, Renault, Yamaha). – Cairo – Egypt.

Major Functions:

- Managing the relation with bank of daily deposits & verifies the bank statements on weekly base.
- Ongoing review of the accounts of banks dealing with it and stand on the Bank s' position in terms of fixed deposit, which represents part of the Capital of the company
- Audit the documents of expenses & income with verify the eligibility.
- Preparing Journal, expenses, income entries & issuing sales invoice.
- Work on Financial Analysis for each item of income and expenses, as well as monthly profit for the company.
- Issuing all the Sales & A/R analysis reports, as the collection report, ageing report, customer database report.
- Do all payroll for more 400 employed in the company every month .
- Responsible for following up the sales and the collections from the customers.

- Assisting in preparation and issuing the financial statements.

Selected Contribution:

- ✓ Create great relation with four of huge Hotels which increase the branch profit as following:
 - 1- Four Seasons first residents in Giza.
 - 2- Intercontinental Semiramis in Cairo.
 - 3- JW Marriot in New Cairo.
 - 4- Four Seasons in Sharm El Sheik.

General Accountant, August 2005 – January 2010

Elegance Limousine co,

Bavarian Auto Group (BMW, Mini cooper, Rolls – Royce). – Cairo - Egypt

Major Functions:

- Preparing Journal, expenses, income entries & issuing sales invoice.
- Responsible for following up the sales and the collections from the customers.
- Issuing all the Sales & A/R analysis reports, as the collection report, ageing report, customer database report.
- Responsible for compiling, preparing, processing and generating a monthly payroll, Also responsible for verifying and tracking employee hours, approvals and time detail reports.
- Receive and check attendance and sick / absence sheets and resignation / termination letters to ensure relevant approval process has been followed & Process overtime claims
- Process deductions for telephone bills, driver fines, accommodation and handling excess payments followed by the recovery process accordingly
- Ensuring that employees' salaries are transferred on time to their bank accounts and that their paychecks are accurate

Selected Contribution:

- ✓ Speeding the collection process of the receivables with very high performance through maintaining strong relations with the customers.

Customer Service, October 2004 – August 2005

Vodafone Co. – Cairo - Egypt

Major Functions:

- Answer all questions from customer about their line from where the value of their monthly bills.
- The status of all customer data on the system to keep the ownership of the phone line to the customer.
- Agent's evaluation, calling listening and evaluation.
- Complain calls entry and solving the issue with fast solution.
- Cross selling the new offers & promotions with advising the customer regard the best product can cover all their needs.

Selected Contribution:

- ✓ Certificate of merit taking third place in the speed of introduction of customer data a very high accuracy.
- ✓ Best Performance in Team work & handling objection for 2nd quarter of 2005.

**EDUCATION &
CREDENTIALS**

Certified Management Accountant (CMA), 2012 • AUC University – Cairo

Bachelor of Accounting, 2004 • Ain Shams University – Cairo

Secondary School Diploma, 2000 • Al Tabry Language School – Cairo

TRAINING COURSES

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| • Retail Banking Course | National bank of Egypt & financial Studies |
| • Customer Relation Management | National bank of Egypt & financial Studies |
| • Handling Objection & Stress management | Vodafone |
| • Time management & leadership skills | Vodafone |
| • Presentation , Negotiation & Communication Skills | Vodafone |
| • Financial analysis Course | Ain Shams University |

**ADDITIONAL
INFORMATION**

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| • Trilingual (Arabic/English/German) | • Proficient in Microsoft Office |
| • Excellent Communication Skills | • Ambitious and self-motivated |
| • Excellent Presentation skills | • Outgoing and dynamic personality |
| • Really want job | • Birth Date: 05/11/1986 |

References are available.