

CURRICULUM VITAE

Name : **Amr Hussain Mahmoud Merdan**

Nationality : Egyptian

Religion : Muslim

Age : 36 years

Marital status : Married

Qualification : Bachelor of Commerce / Accounting

English Language command : Very Good

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○ Objectives

Building of unified work team whose members are able to interact positively with each other to become more effective, innovative and productive in presence of wise leadership and management capable of establishing a dynamic environment through motivation of teamwork that contributes to growth and development of the firm

○ Current Work In KSA

Steelcase

□ Chief Of Accountant using SAP software at Steelcase Jeraisy Co. Ltd, an affiliate of American Steelcase group of companies www.steelcase.com having principal head office in Michigan State since March 2009 to date

* Job Description:

- 1- Manage and direct the accounting personnel to ensue that they are receiving sufficient motivation and training and pursuing their professional responsibilities according to the required standards.
- 2- Assist in developing business plans to enable the company to achieve its current objectives.
- 3- Provide complete company services in the accounting field including preparation of the financial statements, balance sheet and final accounts.
- 4- Good experience on managing Letter of credit and Letter of warranty processes.
- 5- Follow up the financial information system to ensure the provision of timely accurate information to facilitate decision making.
- 6- Direct communication with the major customers & investors.
- 7- Prepare and follow up changes in cash flow and related records to determine the optimal use of funds or the need for revenue increase.
- 8- Risk management and protection of company assets.

- 9- Banks, loans & documentary credits management.
- 10- Debts and collection of external accounts receivable.
- 11- Supervise the preparation revenue statistics and financial analysis related to the various issues of usage within and outside the company.
- 12- Conduct unscheduled inventory check for cash at the principal & subsidiary treasuries from time to time.
- 13- Ensure the accuracy of payment vouchers and conformity with enclosures and supporting documents as well as conformity with payment resolutions or agreements, and approvals before making payments.

Past Experience in KSA



□ Accountants of the principal office of MTC cosmetics, agents of Kadus Co. of Germany specialized in hair care products, and THALGO Co. of France specialized in body and skin care products during the period August 2005 to February 2009

*** Job Description**

Supervise workgroup composed of accountant, bookkeeper, treasurer and storekeeper, in addition to:

- 1- Verifying the various records before entering in computer system.
- 2- Verify payment documents (Invoices – Bills- Provisional petty cash).
- 3- Verify the monthly balances.
- 4- The various credit transactions (documentary credits – loans – current accounts payable).
- 5- Make banking reconciliations.
- 6- Issue the various financial data & reports for the company management.
- 7- Make periodical explanations of financial liabilities of the company.
- 8- Prepare periodical reports of the current and anticipated cash flow compared to the company liabilities.
- 9- Follow up customers drawing movements.
- 10- Follow up the company credits with customers.
- 11- Follow up sales & collection targets of sales representatives.
- 12- Make all reconciliations related to suppliers & customers
- 13- Issue periodical statements of company sales and expenses.
- 14- Verify purchase invoices.
- 15- Follow up sales target of each product.
- 16- Follow up movement of slow & fast moving products in the main warehouse.



□ Financial accountant at Investment Services Department (Special Banking) of Arab National Bank during June 2005 to August 2005

*** Job Description**

1. Responsible for the Bank VIP clients, manage their investment portfolios, submit reports and recommendations about the stock market and the expected indicator in the light of market circumstances.



□ Credit analyzer at Loan Processing Department, Riyadh Bank, this department is responsible for following up bank clients who are facing problems in repaying credit facilities awarded to them during the period December 2003 to June 2005 .

*** Job Description**

Supervising a group of collectors including 15 persons distributed in the eastern region for the purpose of collecting accounts receivable from clients in the eastern region. They are fully empowered to take all legal actions and refer to judicial authorities and Sharia Courts to collect the bank due amounts and submit recommendations & reports for each client stating the final outcomes whether being amicable settlement leading to loan payment or the taking legal action through the the executive authorities



□ Accountant at Customer Service Unit at Data modification & updating Department – Riyadh bank on Database systems used in the bank during November 2002 to November 2003

*** Job Description**

1. Updating data of Riyadh Bank clients on the database used in the bank .
2. Responsible for data verification and modification for any client of any branch throughout the kingdom of Saudi Arabia.

Experience in Egypt:

- Accountant at Galaxy Foodstuff Factory Ltd (Free Zone of Port Said)
- Accountant at Ras Al Barr Tourist Group of Hotels

○ **Educational Courses**

- M.S. Word Processing Course
- M.S. Excel Course
- Access database course
- Riyadh bank course of Oracle – SQL
- Personal loan Remedy system Course
- SAP Financial course

○ **Other Educational Courses**

- Marketing planning course for one week by the international lecturer Dr. Kifah Fayadh, the expert at the Marketing Consultant Center of Dubai.
- Human relations course for 3 days by / Dr. Ibrahim Al Mahi , the lecturer at King Saud University
- Selling skills course for 3 days by / Dr. Sayed Mitwalli , the professor at King Saud University
- English language course at Gulf Education & Training Center – KSA
- English language course at Sadat International Academy
- Advance course in Internal auditing , the International Canadian Center in Riyadh
- Quality Management Course (ISO 9001), the International Canadian Center in Riyadh

○ **Trained and having good Command on the following Financial Administrative Accounting Software:**

- SAP software specialized for accounting, Stock, procurements and costing .
- SMACC Accounting software .
- Challenge 2000 Software for accounting, administrative affairs and sales .
- MAS software for accounts & administrative affairs .

○ **Personal Attributes**

1. Hardworking .
2. Dynamic and fast in accomplishing assignments .
3. Ability to face problems & work pressure .
4. Planning abilities .
5. Ability to lead and correctly guide the work team.