

ORACLE

Certified Expert
DipIFRS
IN PROGRESS

Hani Mostafa

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**ABOUT ME**

- I have been working an Accounting Manager and supervisor for 16 years (Monthly Closing, Financial statements, VAT, Cost Analysis and Fixed asset management)

WORK HISTORY**Aug 2018 – Present Osool United for Development and Investment Co. (Chief Accountant)**

- Recording, classifying, and summarizing financial transactions and events in accordance with accepted local accounting principles and international financial reporting standards **IFRS**.
- Develop and maintain financial databases, provide accounting support to financial accounting areas, including the accounts payable, receivable, general ledger accounting, and accounts reconciliation.
- Oversee and direct the day to day of staff of the section to ensure that all required training and development for work is carried out to the required standards.
- Review Sales report ensuring its agreement with the accounting books and expense vouchers and follow up with respect to all outgoing and incoming invoices.
- Preparation of monthly, quarterly and annual financial reports.
- Maintaining accurate and up to date records of all financial transactions including bank and cash.
- Prepare and reconcile (VAT) declaration, Coordinate and complete annual audits.
- Bringing to the attention of the management any abnormality in the disbursement of the company funds.
- Assisting the Management in the compilation and control of company budget and improvement of financial management system.

Mar 2015 - Jun 2018 Al Saif Group – Dammam KSA www.alsaiftransport.com (Senior Accountant)

Al Saif Group (Land Transportation Co. & Real Estate Investment Co.) Closed Joint Stock Co. is a Family Business Group owned by **Al Saif** Family and they are intended to go into IPO. **Al Saif** Group has two companies working in Transportation Business, Express Business & Real Estate Investments Business.

Al Saif has been established more than 55 years ago and they have a track record of business success. Within next 2 to 3 years, **Al Saif** is planning to go publicly listed through initial Public Offering (IPO).

- Managing and overseeing the daily operations of the accounting department.
- Control, analysis and developing accounting data and produce financial reports and statements.
- Establishing and enforcing proper accounting methods, policies and principles.
- Ability to manipulate large amounts of data and establishing internal controls.
- High attention to detail and accuracy and Ability to direct and supervise and managing staff.
- Prepare and reconcile (VAT) declaration, Coordinate and complete annual audits.
- Follow-enterprise accounts in banks, and confirmed the validity of its assets.
- Cost Control, analysis, Cheek Cash in and Cash Out, fixed asset management.
- Establish and maintain fiscal files and records to document transactions,
- Preparation of Trial balances and reconciliations and Prepare restrictions adjustments and final accounts and financial statements.
- One of the things given me a high skill is that I was one of the team worked in change from old system to ERP system and we succeeded in that. **implementing ERP System – Microsoft Dynamics AX.**



2013 -2015 Osool United for Development and Investment Co.

(Chief Accountant)

2009 -2013 Technica For engineering projects &general Contracting Co.

(Chief Accountant)2011 - 2012 Umm Al Quraa Transport Co. [Mecca KSA - Hajj season](#)**(Accountant)**

2008 - 2009 Ezz for Eng.& Petroleum Services Co.

(Accountant)

2007 - 2008 Avensis limousine Co.

(Accountant)

COURSES

- ACCA, diploma **IFRS** In Progress
- Certified Public Accountant (CPA) Sponsored by **IPA**
- R12.x Oracle e-business Suit - Consultant (Financial application) by **NEXT Academy**



E-Business Suite Essentials for Implementers.

R12 ORACLE General Ledger Management Fundamentals.

R12 ORACLE Sub Ledger Management Fundamentals.

R12 ORACLE Payables Fundamentals.

R12 ORACLE Receivables Fundamentals.

R12 ORACLE Asset Management Fundamentals.

R12 ORACLE Implement and Use Cash Management.

R12 ORACLE Taxes.

- Professional in Accounting (MS, Office) by **Cambridge**

**EDUCATION**

- Bachelor's degree in **Accounting2003, Cairo University.**

LANGUAGES

- **Arabic (Native):** Excellent. **English:**V. Good

COMPUTER SKILLS

ERP System:

ORACLE

SAP

Microsoft
Dynamics AX

Microsoft
Office

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SOFT SKILLS

- *communication skills, working under pressure, time management, flexibility, allocated tasks, get updates, I always meet deadline, I never fall behind schedule, Finish my work ahead of schedule.*
- **Above All I am a Team leader.**

It's my pleasure to be one of your successful team.