



## Usama AHMED

**Nationality:** Egyptian **Date of birth:** 01/08/1982 **Gender:** Male

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### ABOUT ME

Have over 20 years of experience in Accounting and Finance with extensive success and experience, I possess an extensive range of knowledge and talents that will allow me to contribute toward the success of your company. I also bring with me my degree in Public Administration, My expertise in Cash Flow and Cash Management helped pivot the organization towards success and innovation. My Management and Motivation made me an excellent Accounting Manager who takes pride in collaborative work and success. Provide an independent view and focuses on problematic actions, Participating in creating activities' policies and procedures, Participating in designing /establishing/applying/ and controlling financial payment methodology and activities controlling, Working Experience within International bodies on Aid projects with Logical thinking leads to justification model, Hiring in different tasks, supervising, train, monitoring, according to project needs and IMC agreed future vision.

### WORK EXPERIENCE

#### Accounting department manager

**Industrial Modernization Center** [ 01/04/2016 – Current ]

**City:** Cairo | **Country:** Egypt

Analyze Branches' expenditures on a quarterly basis & Generate reports of total BRCs consumptions  
Participating in Financial Analytical Proposals of International Bodies for Fund raising and controlling the financial fund managing and Official Financial claims,  
Monitoring Financial transactions, journal entries and statements,  
Generating Financial reports for preparing the needed settlements,  
Controlling, Follow up and Reconcile bank accounts on monthly basis,  
Reporting the required and recommended corrective actions,  
Communicate with other departments for financial problems, Resolutions & any information gathering among the BRCs,  
Supporting the Headquarter Management by Recent financial position,  
Coordinate with The Financial Controller & BRCs Director for Building up the supportive actions to simplify the needed financial facilities of operational cycle,  
Coordinate with Financial Controller and Financial Manager in solving critical issues of financial transactions on Oracle,  
Having an essential role in replying to internal & external audit findings,  
Provides highly recommended Installations of Action Plans for the discovered issues and measure its result of corrective actions,  
Develop the BRC Accounting Managers & Supervisors The financial knowledge through training sessions,  
Assist in development and implementation of new procedures and features to enhance the workflow of the department,  
Managing Orientations & assessments for the industrial society,  
Coordinate with the contracting, Purchasing and Operations departments for quality assurance,  
Developing the internal documentary procedures by Adding the necessary supportive actions to the cycle for keeping operations in the path of quality control,

Providing needed communication linkage assistance with Branch accountants for facilitating and solving current issues,  
Carry out Other financial management duties.

### **Public finance manager**

**Industrial Modernization Center - BRC Heliopolis** [ 10/06/2007 – 31/03/2016 ]

City: Cairo | Country: Egypt

#### Receivables

Receive and review the cost share of each service from the clients.

Settle the amounts and deposit it in Bank,

Control the bank transaction and signing the refund checks

Collect Tenders and performance guarantees

Enter all receivable transactions into the accounting system "Compact Soft" and Monitor the ledger of each client.

#### Payables

Verify and review the package of invoices based on the contract

Matching with client reports for projects and Guarantees refunds,

Forming a database for service providers and having a co-operative links and supporting them a positive and timely manner services,

Tracking for all documents and signing the payment vouchers as to be paid by Head Quarter,

Issue and sign the checks of service providers in a limited cases,

Enter all payable transactions into the accounting system "Compact Soft" and notice the ledger of each account.

#### Bank

Full Control and follow up the bank account of the branch on monthly basis up to Millions EGP and Euros,

Make the order letters to bank for transfers and block the time deposits

calculate the interests and the commissions ,

Prepare the bank reconciliation and the trial balance of the branch and report Monthly to the Head Quarter,

Assisting the Branch Manager in preparation of the Branch Budget.

#### Petty cash

Handling petty cash reimbursements reports regarding purchases, expenses, comparing financial offers.

### **Chartered accountant**

**Sinai Curative Co.** [ 01/06/2005 – 31/05/2007 ]

City: Cairo | Country: Egypt

Review and verify vouchers for proper authorization,

Enter data into the system (American Journal & Ledgers),

Produce checks and attach appropriate supporting documentation,

Maintain files and records,

Prepare settlement memorandums and banks reconciliations,

Maintain the computerized accounting system,

Responsible for petty cash and for payroll,

Develop inventory and depreciation reports, and

Prepare for the Board's meetings.

## **EDUCATION AND TRAINING**

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### **Master Degree of Public Administration**

**Arab Academy for Science, Technology and Maritime Transport** [ 14/09/2015 – 17/02/2018 ]

City: Cairo | Country: Egypt | Website: <https://aast.edu/en/>

### **Public Administration Diploma**

**Arab Academy for Science, Technology and Maritime Transport** [ 19/09/2014 – 30/06/2015 ]

City: Cairo | Country: Egypt | Website: <https://aast.edu/en/>

## Bachelor of Commerce, Accounting Branch, Faculty of Commerce

**Mansoura University** [ 18/09/1999 – 30/11/2004 ]

City: Mansoura | Country: Egypt | Website: <http://www.mans.edu.eg/en>

### R12 ORACLE e-business suite Financials Track “E-Business Suite Essentials for Implementers”, General ledger management, Accounts Payables and Receivables and Cash management fundamentals, Asset management fundamentals”

**Linux plus** [ 08/02/2018 – 25/10/2018 ]

City: Cairo | Country: Egypt | Website: <https://linux-plus.com/>

### Mastering Excel 2016

**YAT Learning Centers** [ 10/09/2017 – 10/11/2017 ]

City: Cairo | Country: Egypt | Website: <https://www.yatlearning.com/>

## LANGUAGE SKILLS

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**Mother tongue(s):** Arabic

**Other language(s):**

### English

**LISTENING C1 READING C1 WRITING C1**

**SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1**

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## DIGITAL SKILLS

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ERP / Oracle / Oracle User / Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access / Written and Verbal skills / Organizational and planning skills / Microsoft Word / Microsoft Office / Motivated / Outlook / Good listener and communicator / Microsoft Excel / Google Drive / Google Docs / Team-work oriented / Microsoft Powerpoint / Analytical skills / Decision-making / Zoom / LinkedIn / Social Media

## COMMUNICATION AND INTERPERSONAL SKILLS

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**Instructor** Organizing and Presenting Financial Training Courses to IMC Beneficiaries in the Industrial Society 2023-2024,

Good experience to demonstrate Cost Structure training courses for the Industrial Society as a Certified Trainer by UNIDO 2020.

Link: <https://www.linkedin.com/feed/update/urn:li:activity:6737793070735204352/>

## PROJECTS

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**Fund Financial Controller** Financial Controller for United Nations Industrial Development Organization UNIDO Agreements SHIP II and Motors Efficiency,

Having a Good role in handling and realize a successful safe closure Settlement For an International Project with Deutsche Gesellschaft für Internationale Zusammenarbeit GIZ 2019,

Coordinate closely and supervised by the national coordinator for Monitoring and Evaluation

Provide an independent view and focuses on problematic actions

Participating in creating activities' policies and procedures

Participating in designing /establishing/applying/ and controlling financial payment methodology and activities controlling

Consolidate with the project manager /national reporting coordinator in activities success  
Working Experience within International bodies on Aid projects with Logical thinking leads to justification model  
Supporting The national coordinator in reporting to finalize the reports within the deadlines  
Assigned by The national coordinator for attending events to supervise all agreed procedures  
Hiring in different tasks, supervising, train, monitoring, according to project needs and IMC agreed future vision

## **ORGANISATIONAL SKILLS**

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**As an Assessor at "Quality Seal assessment"** Monitoring and evaluation department in multiple technical site visits to grant Factories "Proudly Made In Egypt" Seal, 2016:2019