

AYMAN MAMDOUH HUSSEIN

Chief Accountant & CEO - Chairman Office Manager

Result-driven professional with a unique skill set encompassing HR management and accounting. Seeking a challenging role that allows me to leverage my HR leadership skills to foster a positive work environment, while also applying my accounting proficiency to ensure accurate financial management and reporting. I aim to contribute to an organization's success by optimizing both its human resources and financial functions

WORK EXPERIENCES

United Resources Real Estate Company Sitco General Trading and Contracting Company *Chief Accountant - Office Manager of the CEO & Chairman*

- ✓ Covers all areas of operations, guarantees that financial controls are sustained, produces timely financial statements and performance reports and assists departments with their annual budgets, reviews, and internal controls
- ✓ Manages the arrangement and appointments agenda of the CEO in all; meetings, interviews, visits, occasions and normal activities.
- ✓ Dealing with correspondence, complaints and queries

Oregano Group of Companies *Chief Accountant*

- ✓ Covers all areas of operations, guarantees that financial controls are sustained, produces timely financial statements and performance reports and assists departments with their annual budgets, reviews, and internal controls

Saudi Swiss Consultant Center *Chief Accountant & Human Resource*

- ✓ Practical experience in personnel matters (Iqamas, renewal of work permits, employment contracts, Saudi Labor Law)
- ✓ Develop and implement a human resources plan and personnel management policies and procedures
- ✓ Covers all areas of operations, guarantees that financial controls are sustained, produces timely financial statements and performance reports and assists departments with their annual budgets, reviews, and internal controls

Feb '19 - Present
Kuwait



July '18 - Feb '19
Egypt



Jun '15 - Jun '18
Saudi Arabia



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Salmiya, Kuwait

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May 10, 1984

Egyptian

Married

LANGUAGES

Arabic ★★★★★
English ★★★

MS OFFICE SKILLS

Outlook ★★★★★
Excel ★★★★★
Word ★★★★★
Power Pt ★★★★★

SKILLS

- Data Analysis
- Standards of Accounting
- Critical Thinking
- Time Management
- Effective Communication

2008 – Mar '15
Saudi Arabia



FOOD MADE WITH LOVE

2006 –2008
Egypt

Filfila Restaurants

Head of Accounts

- ✓ *Training new accountants on the company's system and methods of recording accounts*
- ✓ *Participation in preparing the final accounts of the company*

Financial Auditor

- ✓ *periodically monitors and inspects a company's accounting books to verify that they are accurate and comprehensive*

Accountant

- ✓ *Monitor the payment of suppliers and customers*
- ✓ *Review Purchases, payments and costs divisions*
- ✓ *Preparation of the company's Chart Of accounts*

Sanyo Electronics Factory

Accountant

- ✓ *Monitoring the operating sections to determine their compliance with the use of raw materials in quantities previously specified and used in the calculation of cost*
- ✓ *Participation in the inventory of raw materials in the composition of each product*
- ✓ *Monitoring the procurement department to determine the extent of the obligation to deal with the low offer suppliers of the same material*
- ✓ *Monitor the warehouse department and make surprise inventory from time to time*

EDUCATIONAL ATTAINMENT

2006 *

Bachelor of Commerce

Cairo University, Beni Suef Branch, Egypt

This is to certify that the above information is true and correct

AYMAN MAMDOUH