

Hazem Emam Mohamed

Nationality : Egyptian
Address : Elsalam 2 city – Suez
Cell phone : 01016264199
E-mail : zoma.emam.ze@gmail.com
Date of Birth : 27/05/1995
Marital Statue : Married
Military Services : Final Exemption

Objective:

Seeking a challenging position within a progressive organization or a multinational company, and to achieve the goals and aspirations that I seek excellence and career progression and the pursuit of a better future.

Gaining more scientific and practical experiences providing my experiences and skills in my field.

Seriousness, diligence and the formation of the spirit of teamwork and planted in my team so that we can keep up with evolution.

Talk in business and be able to rise to the top.

Education:

- Bachelor of English Commerce college (accounting department)
- Grade : Good

Working Experience:

- Worked as a cost accountant at Alhandsia Company.
- Worked as a cost accountant at construction and development Company.
- Worked as a front office cashier at Palmera Beach Resort.
- Worked as a storekeeper at Portrait Hotel.
- Worked as a purchase supervisor at Portrait Hotel.

Job Description:

As a cost accountant:-

- Collect cost information and maintain an expenses database.
- Construct data accumulation systems.
- Determine fixed costs (e.g. salaries, rent and insurance).
- Plan and record variable costs (e.g. purchases of raw material and operations costs).
- Review standard and actual costs for inaccuracies.
- Prepare budgeting reports (for the company and for each department).
- Analyze and report profit margins.
- Prepare (monthly, quarterly and annual) cost forecasts.
- Assisting in month-end and year-end closing.
- Identify and recommend cost-effective solutions.

As a Front office cashier:-

- Maintains adequate supplies of outlet stationery for cashiers.
- Assists with distribution of month end reports as directed by accounts or front office manager.
- Attends meetings as required.
- Maintains a track of all high balance guests.
- Check and follow up on all bills on hold.
- Give on the Job training for new staffs.
- May also perform a variety of banking services for guests, Such as check cashing and foreign currency exchange.
- Follow up on all deposit dues / deposit to be paid.
- Post charges to guest accounts.
- Handles paid-outs.
- Transfer guest balances to other accounts as required.
- Cashes checks for guests following the approval policy.
- Completes guest check-out procedures.
- Settles guest accounts.
- Dispenses guest records after the guest checkout
- Front office cashiers assume responsibility for any cash used in processing front desk transactions.

- Posts non-guest ledger payments.
- Makes discount adjustments.
- Disperses guest record upon check-out.
- Balances department totals at the close of the shift.
- Balances cash at the close of the shift.
- Manages safe deposit boxes.
- Assists Front desk staff on check in as an when required.

As a storekeeper:-

- Keeping a record of sales and restocking the store accordingly.
- Managing and training store staff.
- Planning promotional campaigns for new products or specials.
- Ensuring that the store is kept clean and organized.
- Mediating any confrontations between staff and clients, and de-escalating the situation.

As a Purchase supervisor:-

- Compares and evaluates offers from suppliers.
- Negotiates contract terms of agreement and pricing.
- Tracks orders and ensures the timely delivery.
- Reviews the quality of purchased products.
- Manages the entries for order details (e.g. vendors, quantities, prices) into internal databases.
- Maintains updated records of purchased products, delivery information, and invoices.
- Prepares reports on purchases, including cost analysis.
- Monitors stock levels and places orders as needed.
- Coordinates with warehouse staff to ensure proper storage.
- Follow up on the approval of items requests by officials in the organization.
- Establishing a database of approved local suppliers.
- Coordination and opening the door to dealing with new suppliers of newly requested items.
- Any other work assigned to him by his superiors within the scope of his work.

Certifications

- Electronic Accounting Diploma.
- Professional Financial Accounting Diploma (PFAD)

Training

- Summer training at Alex bank.
- Summer training at Alhandsia company in coast accounting

Language skills:

Arabic: Native language

English: Excellent

Computer skills:

- Internet browsing and research.
- Marketing.
- Adept with MS-Office Applications.

Technical skills:

- Knowledge of Accounting Practices.
- Proficiency in Accounting Software.
- Ability to Prepare Financial Statements.
- Knowledge of General Business Practices.
- Ability to Analyze Data.
- Critical Thinking Skills.
- Accounting Organizational Skills.
- Time Management Skills.
- Written and Verbal Communication Skills.
- Continual Learning.

Communication skills:

- Listening attentively.
- Speaking effectively.
- Negotiating.

Personal skills:

- ❖ Excellent communication skill due to interacting with remote customers.
- ❖ Ability to work under pressure
- ❖ Problem solving, treat, care, help, handle and follow up customers.
- ❖ Ability to persuade and learn new skills.
- ❖ Excellent working and handling with the teamwork to achieve the business objectives.
- ❖ Take advantage of my experience and my education in accomplishing the task in a good way.
- ❖ Ability to handle difficult situations wisely.
- ❖ Dealing with all kinds of people, positions and educational backgrounds.
- ❖ Self-confident with professional behavior & attitude.
- ❖ Initiative and cooperative.
- ❖ Personal effectiveness.