



## Abd El-Rahman Al-Metwally ABD EL-BASET

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### Personal Details:

- **Date of Birth** : 23 Augustus, 1982.
- **Nationality, Sex** : Egyptian, Male.
- **Marital status** : Married with 2 sons, 1 daughter.
- **Residence** : No. 2384217473 - Job (public Accountant) valid to 4/9/1438. (Transferable)
- **Address** : Albayoneia - AlKhobar, K.S.A.
- **Language** : Arabic Mother tongue, English (expert read, write, listen and conversation).

### Career Objective:

Seeking to be part in an organization where I can utilize and apply my experience, knowledge, skills and attitude and put to an effective use my analytical abilities and professional competence in the areas of accounting, auditing and taxation for the benefit of the organization so as to align self-development with organizational development.

### Current situation:

#### ❖ 2016, June : present

**Worked at Ram Dental Care co., Alkhobar, K.S.A. As Internal Audit Director.**

##### **Job Description:**

- Auditing and preparing financial reports,**
- Auditing salaries payroll and employees benefits,**
- Preparing and implementing rules and procedures for the company.**

#### ❖ 2015, May : May 2016

**Worked at Jud AlAmal Trading co, (Restaurants) Alkhobar, K.S.A. As Chief Accountant.**

##### **Job Description:**

##### ☞ Financial management

- **Preparing, finalizing and making financial statements and closing statements for the company for years 2014 and 2015.**
- **Designing account chart for the company for the use in the accounting program.**
- **Making all the regular accounting work for the company starting from collecting documents and distributing it between costing centers then making journal entries and posting it.**
- **Recording all sales and purchases and auditing bank reconciliations and bank commissions.**
- **Making and auditing suppliers and customers accounts.**
- **Making monthly inventory counting and costing.**
- **Auditing branch current accounts.**
- **Monthly profit and loss accounts and reports.**

### Education And practical Experience:

- ❖ **Chartered Accountant no. (27625) public Accountants and Auditors in Egypt since 25/8/2010.**
- ❖ **Auditing Diploma, Ain shams university 2009.**
- ❖ **Bachelors of commerce, Accounting department, English section, Tanta University 2005.**

#### ❖ 2014, May : March 2015

**Working at prof. Husain Shehata Certified Accountants & Consultants. (Cairo, Egypt)**

**Position Title : Auditor.**

##### **Job Description:**

☞ Auditing and preparing financial statement of year ended 31/12/2014 for

- |   |    |   |
|---|----|---|
| 1 | st | <b><u>Hospitals &amp; medical centers</u></b> |
| . |    |   |
| 1 |    |   |

.2 Alyusr hospital – Almanzala.

.3 Alnokhba eye surgery.

2

**n Constructions & real estate investment companies**

d.

.1 Elobour construction & real estate investment.

.2 Almadaen constructions co.

❖ 2013Aug. – 2014 April

**Working at Alnour hospital. (Almehalla Alkobra, Egypt).**

**Position Title : General Manager.**

**Job Description:**

☞ Monitoring and  
Organizing  
managerial affairs

- Following doctor's affairs and contracting.
- Managerial affairs of the hospital.
- Organizing and coordinating between hospital departments.

☞ Financial  
management

- Designing rules and regulations that used in the hospital management.
- Receiving financial reports and comparing them with comparable periods and budget.
- Preparing financial statements for year ended 31/12/2014.

❖ 2010, Aug. – 2013 Aug. . . .

**Worked at prof. Husain Shehata Certified Accountants & Consultants. (Cairo, Egypt).**

**Position Title : Auditor.**

**Job description:**

☞ Auditing and  
preparing  
financial  
statement for

**1st. Hospitals and medical centers**

- .1 Borg elzahraa beni swif hospital (2010:2013).
- .2 Alyusr hospital (2010:2013).
- .3 Alnokhba eye surgeries center (2010:2013).

**2nd. Constructions & real estate investment companies**

- .1 Elobour construction & real estate investment (2010:2013).

**3rd. Industrial companies**

- .1 Al-Aalameia co. for textile (2010:2013).
- .2 Almansojat Almomtaza textile (2010:2013).
- .3 Alarabia Aldawlia trico & clothes (2010: 2013).
- .4 G.S.Esko co. for tubes and plastic industries (2010:2013).

**4<sup>th</sup>. Syndicates and nonprofit organizations**

- .1 Egypt doctors syndicate (2010:2013).
- .2 Cairo pharmacists syndicate (2010: 2013).
- .3 Alnadwa alalameia (WAMY) cairo (2010: 2013).
- .4 Alqadeseya social community association (2010: 2013).

❖ 2005 Nov. – 2010, Aug...

**Worked as auditor at prof. Husain Shehata Certified Accountants & Consultants. (Cairo, Egypt)**

**Position Title : Under training Accountant.**

**Job description:**

☞ Recording and book keeping	<ol style="list-style-type: none"><li>.1 Tiba qutur hospital</li><li>.2 Alsalam hospital</li></ol>
☞ Auditing and preparing financial statements for	<p><b>1st. <u>Hospitals and medical centers</u></b></p> <ol style="list-style-type: none"><li>.1 Al Huda special Hospital years 2009.</li><li>.2 Tiba Qutur hospital years 2009.</li></ol> <p><b>2nd. <u>Industrial companies</u></b></p> <ol style="list-style-type: none"><li>.1 Almadina Almonawara co. for plastics years (2008: 2009).</li><li>.2 G.S.Esco co. for plastics years 2009, and preparing for tax examination.</li></ol>

## Qualifications:

- Dealing with accounting programs starting with setting accounting guide according to organization requires and different activities and wideness of its accounts, and following all related accounts leading to monitoring and internal control for cash and stores.
- Bookkeeping for (sales, purchases, journals, ledger, payroll, receipts, etc.)
- Setting documentary for box , and so documentary for sales and purchases related to stores.
- Journal entries, bookkeeping, posting, preparing monthly trial balance.
- Professional dealing with Microsoft excel application.
- Preparing ending and periodic financial statements according to Acceptable Accounting Standards.
- Financial analyzing and helping in decision making.
- Dealing with governmental organization (tax, insurance, and establishment).
- Designing accounting and managerial rules and procedures.
- Auditing and reviewing and developing accounting rules.

## Courses:

- Course of preparing fresh accountants – Prof. Husain shehata office.
- Course of preparing ending statements.
- Course of dealing with tax law.
- Course of how to calculate zakat.

## Computer and Accounting programs skills:

- **Computer skills:** UNESCO Certified ICDL Proficiency deal with MS-Office (word, Excel, PPT).
- **Accounting programs skills :**Proficiency deal with different accounting programs such as:
  - Sajaia
  - Nitco.
  - SMAC , ALMIZAN
  - Almotamem, Honest, Advanced, Belal, Exa, Engazat, and other programs.