

CURRICULUM VITAE



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Career Objectives

Looking for a position as a Finance Manger performs professional Financial work, including auditing, analyzing and verifying fiscal records and reports, preparing all financial and statistical reports.

Education

- Faculty of Commerce – Cairo Univ. May 1999.

Major: Accounting

-**CMA** Certified management Accountant Nov 2007 .

Work Experience

Director Of Financial Management Mar.2020 – Feb 2022

- Food Resources Development - KSA

Executive & Finance Manager Egypt Feb. 2019 till Jan.2020

- Cuisine Management Concept Co.
(Karma Restaurants . Lapietra restaurants.)

Sr. Finance Manger Kuwait Feb.2009 till Jun 2018

- Square Restaurants Co. (Papa John's Kuwait – KSA - Lebanon)
- Kuwait & pearl Co. (Fuddruckers – Abdulwahab Restaurant
Fresh restaurant)

- Checking & signing of all documents related to financial advices and entries in the Book of Accounts.

- Supervise preparation of monthly commission and salary payments.

- Cost analysis of all the company's products.

- analysing financial statements on a monthly basis and report on variances and cost analysis

- Preparation of Financial Reports as required by the company.

- Finalization of Monthly P & L
- Develop budgets and forecasts as well as recommendations to improve cash flow
- Manage the entire accounting team in the company
- Supervises and manages all aspects of the accounts department..
- Managing the Accounts for other related Companies.
- Reviews and approves payments such as reimbursements, payments on accounts, vouchers, checks, etc.
- Preparing accounts and reconciling balance sheets;
- Researching and reporting on factors influencing business performance

Account Manager Kuwait

Assoul Investment K.S.S.c

Feb.2003 Till Jan.2009

- **Responsible for generating and maintaining accounting and financial records of all funds, including reconciling bank statements and invoices, financial reports, bond payments, drafting checks, accounts payable, accounts receivable.**
- **Review monthly and special finance and accounting statements and reports.**
- **Audits financial records to obtain data for management reports.**
- **Assist & Provide All the Accounting Reports & Information on The Annual Financial for Auditors**
- **Follow up with administrative supervisor and department heads on matters relating to budgetary and fiscal Policy.**
- **Review All Posts entries to books and computer from supporting records, makes adjustments and prepares financial statements.**
- **Supervises the work of accounting and employees engaged in accounting functions.**

Senior Accountant Kuwait

The Sultan Centre (TSC) Co. K.C.C- Kuwait May 2001 : Jan.2003

- **Assists in analyzes, reconciles the department expenditure and revenue accounts.**
- **Assists preparation of the annual and mid-year budgets for the department.**
- **Assists with the department fiscal year-end and fixed asset accounting.**

- **Handling & gathering the quotations for the CEA / CAPEX preparation & follow up for the necessary approvals.**
- **Monitors grant revenues and expenditures, ensuring data is recorded in the department financial accounting system.**
- **Calculates and prepares reimbursement billings and tracks receivables; reconciles monthly accounts receivable.**
- **Prepares audit schedules for external auditors and acts as a liaison between the department and auditors.**
- **Accessing the computerized financial system and assists departmental personnel with budget questions, proper expenditure coding & document processing.**
- **Prepares journal entries and reconciles general ledger and subsidiary accounts.**
- **Prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments.**
- **Makes wire transfers and journal funding transfers and reconciles monthly bank statements.**

- Accountant

El Daly for Crackers & Quarries - Cairo Jul. 1998: Mar. 2001.

- **Perform all accounting work.**
- **Audit and handle all accounting books.**
- **Enter and follow up computerized accounting data.**

Languages

- **Arabic Mother Tongue**
- **English Very Good**
- **German Fair**

Computer Skills

- **Microsoft Windows Application (Windows , WinWord , Excel, Access & Outlook Express – Microsoft Dynamic AX ERP)**
- **Internet application & surfing.**
- **Oracle applications – (Payable, Petty Cash Consolidations, Cost Control & Budget Control System)**
- **Louts e-mail applications.**
- **Strong knowledge in using financial or accounting software**

Personal Data

Place of Birth : Giza
Date of birth : 31-5-1974
Nationality : Egyptian
Marital Status : Married

Years of Experience: 22 years