

Waleed Samir Sayed Abdelrahman

Address: 1 Abdelrazik El Snhory from Abbas El Akkad Street, Nasr City, Cairo, Egypt

Date of Birth: 15 March, 1979

Nationality: Egyptian

Marital Status: Married

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Summary

Highly motivated and results-oriented professional with over 23 years of experience in finance, accounting, and training roles. Proven track record of success in managing financial operations, ensuring compliance, and driving process improvements. Skilled in financial analysis, budgeting, forecasting, and risk mitigation. Strong analytical and problem-solving skills with excellent communication and interpersonal abilities. Seeking a challenging role as an instructor to leverage extensive experience and contribute to the development of professionals.

Education

- **Master of Business Administration (MBA)**, Arab Academy for Science, Technology and Maritime Transport, August 2022
 - **Bachelor in Commerce**, Ain Shams University, June 2000
 - **Computer Diploma in Commercial Applications**, Ain Shams University
 - **Licentiate Degree in Open Education Literature Translation into English**, Cairo University
 - **Diploma in National Security Strategies**, Nasser Higher Military Academy (in progress)
 - **Equivalent Academic Master's Degree in Business Administration** (in progress)
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Work History

General Manager – Finance Department

2020 - Present

- Supervised organization divisions within the sector and implemented executive work programs.
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- Conducted audits for the general ledger and other registers, ensuring accurate allocations and remedial actions.
- Provided monthly financial statements and analytical studies on suppliers' status.
- Managed manpower cost allocations and overhead expenditure allocations.
- Prepared direct and overhead cost lists for oil/gas and quarterly annual cash-call lists.
- Conducted permanent audits for materials movement and in-stock materials.

Fixed Asset & Material Accounts Assistant General Manager

2015 - 2020

- Supervised staff and coordinated work programs.
- Managed monthly financial reconciliation of company assets and detailed registration of fixed and movable assets.
- Conducted audits on stock movement and supervised assets & stock inventory procedures.

Fixed Assets Accounts Department Head

2012 - 2015

- Supervised staff and set up work programs.
- Managed monthly financial reconciliation and detailed registration of assets.
- Conducted audits on stock movement and supervised assets & stock inventory procedures.

General Accounts Executive Section Head Director

2009 - 2012

- Supervised section staff and directed implementation of assigned works.
- Conducted permanent revisions of registered data in the general ledger.
- Prepared analytical studies on suppliers' financial status and managed relevant settlements.

Excellent Accountant in General Accounts Department

2007 - 2009

- Assisted in registering data in the general ledger and making relevant charge allocations.
- Prepared monthly data on expenditure rates and assisted in preparing audit reports.

Treasury Accountant

2000 - 2007

- Managed daily financial operations related to the company's treasury.
 - Prepared cash flow reports and forecasts, managed payables and receivables, and liaised with banks.
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Training Experience

- **Financial Analysis Evaluation of Corporate Foundations**, Hours Center, Cairo, August 2008
- **Performance Management**, OGS, Cairo, April 2009
- **Financial Accounting Standards**, OGS, Cairo, December 2009
- **Cost Recovery and Allocation Cycle**, OGS, Cairo, December 2009
- **Certified Financial Accountant**, IPA, Cairo, June 2013
- **Professional Financial Accountant**, IPA, Cairo, February 2014
- **Cost Optimization Management**, ENPI, Cairo, March 2016
- **International Financial Reporting Standards (IFRS)**, RSM, Cairo, January 2017
- **Financial Planning, Performance & Control (CMA)**, OGS, Cairo, March 2019
- **Crisis and Conflict Management**, ENPI, Cairo, January 2013
- **Management Promotional Courses for GMs**, ENPI, Cairo, December 2020
- **Microsoft Office Courses** (Word, PowerPoint, Excel, Access), Various Sponsors, Cairo
- **General English Course**, British Council, Cairo, January 2004
- **Professional Report Writing**, IMI, Cairo, August 2007
- **Effective Time Management**, Logic, Cairo, March 2008
- **First Aid and Fire Fighting**, AAST, Alexandria, June 2002
- **Occupational Safety and Health**, NCOS, Cairo, November 2014
- **Basic Life Support and First Aid**, Egyptian Red Crescent, Cairo, April 2015

Online Courses

- **E-commerce and Development**, APIK, Online, April 2022
- **Strategic Planning**, APIK, Online, April 2022
- **Financial Planning for Entrepreneurs**, APIK, Online, April 2022
- **Additional Online Courses** in Accounting, Leadership, Business and Finance, Information Technology, and Digital Transformation

Skills

- **Language Skills:** Arabic (Native), English (Excellent, TOEFL Certificate from Cairo University, December 2023)
 - **Computer Skills:** Microsoft Lync 2010, Microsoft Project 2010, Power BI, Accounting Software
 - **Additional Skills:** Leadership, Communication, Interpersonal Skills, Problem-Solving, Analytical Skills, Time Management, Teamwork
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