

Hatem Sayed Sabra

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Personal data

Summary:	Male, 37, married	Experience level: Advanced level (more than 10 years of experience)
Nationality:	Egyptian	Educational level: In Bachelor's degree
Current country of residence:	Hail, Hail Region - Saudi Arabia	
Preferred workplace:	Ready to work in any region in Saudi Arabia	
Salary requirements:	Negotiable	

Practical experiences

November2021-January2023	Horizon Industrial Company Job title: Account Manager Tasks and responsibilities: Follow-up of debt aging for customers and debtors - warehouse management - bank reviews - Auditing receipts and disbursements - Tax returns - Preparing financial statements	Bisha, Saudi Arabia
December2018- AOctober2021	Nissan Car Agency - Al-Abyad Automotive Company Job Title: Public Accountant Tasks and responsibilities: ASales and expenses - Warehouse management - Purchase orders and prices - Bank statement review - Branch inventory - Daily entries - Daily closing - Income statement	Minya, Egypt
September2017-September2018	Salib High Company - Mohammed Mahdi Al-Naji Company Job Title: Public Accountant Tasks and responsibilities: Review sales invoices + points of sale - Enter purchase invoices - Follow up on branch receipts - Warehouse management - Branch inventory - Warehouse disbursement order - Financial statements	Khamis Mushayt, Saudi Arabia
February2016- AAugust2017	Maamar Real Estate Investment and Engineering Consulting Company Job Title: Public Accountant Tasks and responsibilities: Reviewing engineering extracts - disbursing extracts based on completion percentages - reviewing engineers and verifying the quantities required for warehouses - listing customers and suppliers	Minya, Egypt
June2014-January2016	Rabhana Factory for Import, Export and Foodstuffs Job Title: Public Accountant Tasks and responsibilities: Follow up on delegates' collections, prepare account statements and customer approvals, prepare disbursement and collection orders, and manage warehouses. Review sales invoices.	Hail, Saudi Arabia
January2013-May2014	Al Furqan Foodstuff Company Job Title: Public Accountant Tasks and responsibilities: Follow up on delegates' collections, prepare account statements and customer approvals, prepare disbursement and collection orders, manage warehouses, and review sales invoices.	Minya, Egypt
January2023-So far	Abdul Aziz Ahmed Saleh Foundation Job Title: Account Manager Tasks and responsibilities: administrationCustomer and supplier accounts - Tax returns - Financial statements - Zakat and income - Internal control and distribution of tasks - Creating a chart of accounts -	Hail, Saudi Arabia

Academic certificates

2007 - 2011	Assiut University Bachelor's degree) Specialization: AccountingA For the rate 74%(Asyut, Egypt
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Training courses

2019	CMA part 1 training certificate From Ain Shams University)120 hours	Cairo, Egypt
2019	Business Administration From ADynamics Egypt Academy)120 hours	Minya, Egypt
2018	Financial Analysis Diploma From AEgyptian International Research and Development Company)120 hours	Cairo, Egypt
2017	Comprehensive Financial Accounting Diploma From Ain Shams University Scholarship)100 hours	Cairo, Egypt
2016	Professional Financial Accountant Diploma From Ain Shams University Scholarship)100 hours	Cairo, Egypt

Proficient languages (and their level)

- **Arabic language:**a)Level: Mother
- Tongue **English language:**a)Level: Good

Computer skills

Windows and Office programs:

- **Excel - Word - Access - ERP - Oracle - SAP**a)Level: Professional