

# Hatem Sayed Sabra

Mobile/Telephone Number: 00966532816142  
 Email:[hatemsayed110@gmail.com](mailto:hatemsayed110@gmail.com)

## Personal data

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

## Practical experiences

November2021-January2023	<b>Horizon Industrial Company</b> <b>Job title:</b> Account Manager  <b>Tasks and responsibilities:</b> 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	<b>Nissan Car Agency - Al-Abiad Automotive</b> <b>Company Job Title:</b> Public Accountant  <b>Tasks and responsibilities:</b> ASales and expenses - Warehouse management - Purchase orders and prices - Bank statement review - Branch inventory - Daily entries - Daily closing - Income statement	Minya, Egypt
September2017-September2018	<b>Salib High Company - Mohammed Mahdi Al-Naji</b> <b>Company Job Title:</b> Public Accountant  <b>Tasks and responsibilities:</b> 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	<b>Maamar Real Estate Investment and Engineering Consulting</b> <b>Company Job Title:</b> Public Accountant  <b>Tasks and responsibilities:</b> 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	<b>Rabhana Factory for Import, Export and Foodstuffs</b> <b>Job Title:</b> Public Accountant  <b>Tasks and responsibilities:</b> 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	<b>Al Furqan Foodstuff Company</b> <b>Job Title:</b> Public Accountant  <b>Tasks and responsibilities:</b> 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	<b>Abdul Aziz Ahmed Saleh Foundation</b> <b>Job Title:</b> Account Manager  <b>Tasks and responsibilities:</b> 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	<b>Assiut University</b> <b>Bachelor's degree</b> <b>Specialization:</b> Accounting <b>For the rate:</b> 74%	Asyut, Egypt
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## Training courses

2019	<b>CMA part 1 training certificate</b> FromAin Shams University)120 hours	Cairo, Egypt
2019	<b>Business Administration</b> FromADynamics Egypt Academy)120 hours	Minya, Egypt
2018	<b>Financial Analysis Diploma</b> FromAEgyptian International Research and Development Company)120 hours	Cairo, Egypt
2017	<b>Comprehensive Financial Accounting Diploma</b> FromAin Shams University Scholarship)100 hours	Cairo, Egypt
2016	<b>Professional Financial Accountant Diploma</b> FromAin Shams University Scholarship)100 hours	Cairo, Egypt

2016

Electronic Accounting Diploma From A Financial Training Academy (60 hours)

Cairo, Egypt

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**Proficient languages (and their level)**

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

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**Computer skills**

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Windows and Office programs: - Excel - Word - Access - ERP - Oracle - SAP a) Level: Professional