

Sameh M. Kotb

KSA 

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I am a Highly Efficient, Motivated Financial Manager with extensive experience over 18 years' coupled with academic studies, Experienced in driving strategic growth, Highly competitive, passionate, persuasive and articulate, I am able to achieve goals and results others believed to be impossible

Skills

- Excellent Management Skills
- Excellent communication and interpersonal skills
- Creative, innovative, enthusiastic and reliable leader and team member
- Excellent analytical skills
- Capable of learning quickly & applying new knowledge
- Excellent presentation Skills

Experience

DATES FROM 2019 – TO PRESENT

Financial Manager / Dr. Adel Al Sulaim & Sons
Holding Investment Company. (KSA)

DATES FROM 2017 – TO 2019

Financial Manager / Talent Education & Training
Company. (KSA)

Abha Private Schools and Future V. International Schools

- the overall corporate budgeting preparation, management and monitoring processes.
- Perform financial analysis, reporting and management activities.
- Ensure that the financial reports are prepared and delivered on time.
- Review financial data for accuracy, correctness and completeness.
- Hire and train new employees on financial operations.
- Monitor and manage all expense within the allotted budget.
- Establish key financial strategies to enhance business profitability.
- Ensure financial team follows company policies and regulations.
- Develop standard accounting procedures to improve financial operations efficiency.
- performance evaluation of finance staff and conduct counseling sessions to identify skill development needs.
- Assist in account payable and receivable activities.
- Perform account reconciliation activities.

- Generate financial reports related to budgets, account payables, account receivables, expenses, etc.
- Ensure accurate calculation and distribution of salaries and other benefits to employees.
- Establish accurate forecasts regarding expenses and revenues and manage regular reporting requirements.

DATES FROM 2010 – TO 2017

Financial Manager / Mohamed Ali Al-Swaliem for Contracting-MASCO (KSA)

- Providing and interpreting financial information.
- Monitoring and interpreting cash flows and predicting future trends
- Analyzing financial changes and advising accordingly.
- Formulating strategic and long-term financial plans.
- Researching and reporting on factors influencing business performance.
- Developing financial management mechanisms that minimize financial risk.
- Conducting reviews and evaluations for cost-reduction opportunities.
- Managing the company's financial accounting, monitoring and reporting systems.
- Liaising with external and internal auditors to ensure annual monitoring is carried out.
- Reviewing, monitoring and managing budgets.
- Arranging new sources of finance for the company's debt facilities.
- Supervising staff.
- Keeping abreast of changes in financial regulations and legislation.

DATES FROM 2004 – TO 2010

Accounting Manager / Al Rouda for Contracting & Real Estate Investment - Egypt

- Overseeing the daily accounting activities required to maintain the general ledger
- Supervising, directing, and reviewing the work of the accounting staff.
- Maintaining set of detailed records and filing to document financial transactions.
- Reviewing the general ledger on monthly basis to ensure accuracy of posting.
- Coordinating monthly, quarterly, and annual closing activities.
- Producing quarterly and annual financial statements and reports.
- Making and implementing recommendations to improve the accounting process. for Contracting & Real Estate Investment – Egypt.

DATES FROM 2000 – TO 2004

Senior Accountant / Saudi Market (Foods Retail Trading) – Egypt

Education

JUNE 2000

Bachelor of Commerce / Cairo University

Major Accounting

Professional Qualification

2018 – Present ACCA Candidate – Fundamental Papers (UK)

2000 – 2002 Computer Programming and System Analysis Diploma – The Egyptian Institute of Accountants and Auditors, Egypt)

- Programming system & logical Solution.
- System analysis.
- System design
- Programming with visual basic 6
- Proficient user of Windows.
- Proficient user of MS Office.
- Proficient user of Internet.
- Proficient user of Microsoft Access

Training and Courses

IPA - Institute of Professional Accountants Certified Management Accountants (CMA) - (Part One)

Financial Planning, Performance and Control: -

- Planning, Budgeting and Forecasting.
- Performance Management
- Cost Management.
- Internal Controls.
- Professional Ethics.

Personal

Date of birth: 30TH August 1977

Nationality: Egyptian

Marital status: Married