

**Full Name :Antonous Shokry Zekry Metry**

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*Personal Data:*

Date of Birth : 30 \ 1\ 1985

Nationality : Egyptian

Marital status : Married

Place of birth : Zagazig

Military : Exempted

*Objective:*

My objective is to work in one of the multinational companies to gain great experience especially when working in the fields of finance management & the accountants.

*Education;*

Bachelor of Commerce Accounting group 2005.

*Experiences:*

8 years' experience in financial management sections in the following companies:

* **Chief Accountant on 9/2019 till now in 3 BROTHER (Electrical Products – Lighting Systems)**

• Responsible for timely monthly consolidated financial statements, payments, cash-flow

• Responsible for day-to-day finance and accounts operations

• Perform cash flow forecasting, budgeting and working closely with the operations and project teams in analyzing margins, variances and cost analysis.

• Operating Statement and balance sheet analysis

• Perform full set of accounts and ensure timely closing of accounts.

• Review & approve payment vouchers & journal entries

"• Preparation of monthly quarterly and annual financial

reports"

• Recording, classifying, and summarizing financial transactions and events in accordance with accepted local accounting principles and financial reporting standards

• Reconciliation of bank statements

• Supervision the day-­‐to-­‐day operation of the account

* **Head of Banking and Credit From April 2013 till now in 3 BROTHER (Electrical Products – Lighting Systems) in “The finance “**
* Follow up receivable and payable afely manage liquidity at the group.
* Prepare monthly financial statements, reports and records by collecting, analyzing and summarizing account information.
* Trade Finance Transactions (LGs, LCs, IDC, Financial & Operational Lease).
* Preparation of financial reports such as balance sheet, profit and loss / cash flow, monthly report
* Prepare and review letters of guarantee.
* Perform bank reconciliations on a monthly basis.
* Preparing and reviewing collection documents, documentary credits, foreign transfers and shipping.
* **From October 2007 till April 2013 as accountant in Manufacturing Commercial Vehicles (MCV) general agents of Mercedes Benz in Egypt.**
* Responsible for making the balance sheet and income statement.
* Follow up the suppliers accounts.
* Follow up the company obligations.
* Regular analysis for the payment period.
* Follow up the revenue about of our company & Making all reports about customers.
* Preparation of Sales tax & withholding tax Forms and follow it up with Supplier.
* Prepare relevant financial reports.
* **From Oct 2006 till Oct 2007in 3 BROTHER(Electrical Products – Lighting Systems ) in “The finance**
* Generate invoices in receivables towards interest , service fee etc
* Analyses the expenses, sales and purchases.
* Analyses accounts payable and receivable.
* Application of receipts to their corresponding invoices.
* Prepare sales reports and set sales targets.
* Help in making the balance sheet and income statement.
* **Work in International Blankets & Textiles*(Saratoga)*from 9 /2005 till 10/2006 in “The finance management** “
* Analyses accounts payable and receivable.
* Prepare sales reports and set sales targets.
* Review all sales invoices & follow up the delivery

*Training experience:*

June 2002, 2003, 2004 in national bank of Egypt as teller ((training)).

*Skills:*

Language skills:

Arabic: Mother tongue.

English: Very good (Written, reading & spoken).

Others skills:

* Mini MBA (Business Finance / Sales / Marketing / Principles Of Management / Decision Making / HR) With Royal British College.
* Holds a Certified Management Accountant CMA.
* Diploma in sales, marketing, study of the commercial market and product comparisons and market penetration.

Computer skills:

* Very Good Using In Sap Accountant Program.
* Very Good Using In EL- Motammem Program.
* Microsoft office package: (Windows, word, excel advanced, PowerPoint).

Personal skills:

* Ability to work under pressure.
* Have strong communication and presentation skills.
* Helping to work in an advanced way and constantly updating the way of working.
* Ready to live near work.

Dear Sir's

**I hope my qualifications and skills match your requirements, it's a great honor to be a member of your team work,**

**Thanks …**