

Wasim B. Zaki

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Personal statement

A highly motivated and driven Finance & Administration Director in manufacturing / trading companies with experience over twenty five years' in top level business environments. Experience in leading the financial operations of two companies inside country and outside country. Up to 215 employees and \$ 24 Million in sales, Recognized for ability to identify and implement continuous actions to reduce cost, enhance quality, and increase margins. Supervised all kind of reports with responsibilities in financial and management reporting, strategy, planning forecasting, monthly Balance Sheet, monthly Profit & Loss, information Systems, accounts payable, payroll, fixed assets, and general ledger. Extremely meticulous with an eye for detail and positive outlook in often complex financial landscapes. Lading dialog several Bank to bringing in new systems on or ahead of schedule and on or below budget. Enjoy driving new improvements. Lead all Tax inspections for all kind of taxes.

Core skills

- Strong financial and management skills
- Confident communicator, negotiator and decision maker
- Proven financial planner
- Thrives under the pressure of leadership and business targets
- Broad knowledge of financial management and client expectation
- Technically competent with extensive experience in a variety of software systems and databases

Employment History

Finance & Administration Manager

B. Pharma , Cairo-Egypt

(Jan 2011 – Present)

Duties

A-Financial

- Responsible for the financial planning and management of projects.
- Managing the financial day to day operational aspects of a project.
- Monitoring account performance
- Reporting to the Managing Director.
- Responsible for the oversight and delivery of annual budgets.
- Expenditure tracking, operating budgets and long range financial plans.
- Managing the cash flow to support budget delivery and treasury objectives
- Created standard cost models using activity based costing
- Conducted internal control tests to ensure integrity of systems.
- Managing up to 12 administrative and financial staff.
- Implementation of new corporate financial procedures to ensure best practice.
- Measuring financial risks.
- Working with various departments of the business to help the plan their budgets.
- Maximising performance of financial team

B-Administration :

- Refining, developing, and implementing services and programs for improving operations
- Coordinating with managers of internal departments and assessing growth of the facility.
- Assisting and monitoring hiring, and training activities of the human resources department
- Ensuring compliance with set rules by local governments
- Liaising with the Board of Directors and discussing future growth plans and policy making
- Developing business and operational plans and dictating methods to implement them to Managers
- Providing advice and recommendations on investment in people
- Holding monthly meetings with heads of the department and solving problems
- Ensuring all office and communication equipment are working properly and there is no breakdown

Finance & Administration Director

Coats Egypt Manufacturing Sewing Thread Company (Multinational)

(February 2000 – April 2009)

Duties

A-Financial

- The implementation of accounting system and activation of the new stock system of the company to increase the company's internal control.
- Prepare a detailed annual budget and all the supplementary and complementary explanations.
- Prepare the quarter forecast estimate in detailed explanation of all supplementary and complementary.
- Develop a new cost system depending on the actual cost of inventory and assessment of the company's annual.
- Reporting to the Managing Director / Regional Finance Director / Group Finance Director.
- Discuss and develop policy of engagement used by banks for facilities provided in connection with the company.
- Preparing reports of Cash flow for the company .
- The adoption of the annual budget of the company
- The adoption of all tax returns .
- Preparation of all reports daily and monthly and annually to the regional Managers and the Head Office.
- Be sure to follow all company directives and policy instructions of the parent Company in U.K
- Managing several key financial accounts

B-Administation :

- To supervise and follow-up daily attendance and leave.
- Supervision and preparation of all the files of employees of the company in line with the requirements of the law.
- The adoption of the monthly payroll of the company (almost 225 employee) .
- Follow-up and coordination with the Labour Office and the Office of Social Insurance.
- Supervise and full respect of the adoption of each of Management and the security guard, cleaner, Drivers ,cars Etc.
- Follow-up to the legal affairs of the company.
- Troubleshooting and monitoring account performance
- Reviewing financial and budgetary data and streamlining areas to maximise potential profits

Chief Accountant

Coats Egypt Manufacturing Sewing Thread Company (Multinational)

(March 1998 – January 2000)

Duties

- Overall supervision of the Accounts Section.
- To supervise the preparation of monthly and annual trial balance for the company.
- To supervise all the banks transactions for letters of credit / letters of guarantee / external and internal transfers / chq's..... Etc.
- To prepare and review monthly position of the bank revealed The preparation of monthly bank reconciliation.
- To prepare and review return of all the taxes from the sales tax, Income Tax, capital movable Tax, Withholding Tax, stamp Tax, Salary Tax.
- Carry out inventory control.
- Treasury to review the company's needs.
- Review accounting entries and prepare monthly and annual Accounting guidance. Develop system for registration of fixed assets.
- Assistance in the preparation of the annual Balance Sheet of the company.

Chief Accountant

Eva for knitting, Dyeing & Clotting

(February 1995 – February 1998)

Duties

- Co-ordinate and supervise the, accounts team.
- Coordinated the financial reporting functions and supervised accounts for entire division.
- Provided improved controls for internal operations.
- Preparation of monthly General Ledger including stock valuation
- Monthly reconciliation of all balance sheet accounts.
- Maintain all bank accounts and transactions (L/C, L/G, Chq, & transfer).

Accountant & Auditor

Global Auditing and international negotiation

(October 1991 – January 1995)

Duties

- Participated in the annual audit of Petroleum Companies, including development of the final certification report.
- Participated in quarterly audit of Petroleum Companies, including identification and correction of over twenty major accounting errors.
- Maintain all bank accounts and transaction (L/C, L/G, Chq, and transfer).
- Managed vendor accounts, generating weekly on demand cheques.
- Ensured compliance with accounting deadlines.
- Prepared company accounts and tax returns for audit.
- Developed automated monthly sales tax payment system.
- Implemented Rapid Tax Refund service.
- Coordinated monthly payroll functions for 50 employees.
- Maintain and reconcile of cashbook daily.
- Maintain bank book and preparing monthly bank reconciliation.

Education

Ain Shams University (1991)

BSc Of Commerce Major - Accounting.

Other Certificates

- Accounts & Auditors Register – Chartered Accountant NO 13675.
- Member of the Arab Federation Accountants & Auditors NO 1569.
- Member of Egyptian Taxes Society NO 6440
- Member of Egyptian Society for Public Finance & Taxes NO 1575.

Computer Skills

Windows, Office (Excel & Word) Lotus Notes

Financial Programs

Tally, Solomon, Complicated spread sheets, financial statements, Stock control Statements, linking files and macros.

Languages

- Arabic: Mother tongue.
- English: Very good

Personal Data

- Date of birth: Mar. 27th, 1968.
- Place of birth: Cairo, Egypt.
- Nationality: Egyptian
- Religion: Christian
- Military Service: Completed
- Marital status: Married (one child)