

CURRICULUM VITAE



Hazem Metawea

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Faculty of Commerce

Accounting department

Tanta University

2003

PERSONAL OBJECTIVES :-

Seeking a full time position in a successful organization which values its employees; to be able to enhance and develop my interpersonal and technical skills, be distinguished in my field and to make unique achievements.

PRACTICAL EXPERIENCE :-

- **Nov 2016 – Till Now**

**Administrative and financial officer, TVET Reform, Phase II, A Project
Co-funded by the European Union and the Government of Egypt**

- Coordinate, monitoring and order all office finance and stationery supplies within agreed budgets.
- Book staff travel, conferences and training where required.
- Work as a focal point between finance staff and component 2 staff to ensure adherence to finance policies and procedures.
- Prepare and submit to component 2 manager weekly expenditure reports.
- Undertake missions to field locations to review administrative and financial arrangements and make appropriate recommendations as required.
- Coordinate training and capacity-building activities to staff in administrative related areas.
- The above listed functions are not to be taken as a complete statement of all duties to be performed - the Administrative and Finance Officer may be asked to perform other job - related duties as required from component 2 Manager.

- **Nov 2009 – Oct 2016**

Accountant, TVET Reform, A Project Co-funded by the European Union and the Government of Egypt

- Prepares monthly financial statements, including distributing monthly revenue & expenditure reports of the ETP.
- Analyzes & reconciles expenditure & revenue accounts, including trustee accounts & investment reports.
- Prepares & files annual financial statements for the city, Redevelopment Agency & Public Financing Authority.
- Prepares and submits to the ETP Director & KE mid term and final financial and accounting reports with respect to the budget of the components of the ETP.
- Supervise ETP petty cash activities and performs weekly and random checks on activity performed by the ETP Administrative Assistant.
- Prepares journal entries & reconciles general ledger & subsidiary accounts.
- Prepares audit schedules for external auditors & acts as a liaison between the city & auditors.

- **Aug 2008 – Oct 2009**

Marketing Supervisor at Unilever Mashreq

- Assist in developing the marketing plans.
- Responsible for reaching the selling targets set by the department.
- Identify & determine the customer needs within a specific consumption areas.

- Analyze & innovate in order to plan & develop both the business & the
- employee's in the marketing department.
- Manage & follow up with the outlets to guarantee customer satisfaction while simultaneously increasing the company's market share.
- Responsible for preparing a day-to-day selling vouchers and reports.
- Supervise & evaluate the marketing activities within the department.
- Gather market & consumer information.

- **Aug 2005 – Jul 2008**

- **Soffil Taba Heights, Accor Co. Rest Auditor**

- Responsible for receiving and recording all the receipts and vouchers
- coming from the hotel's restaurant outlets.
- Handling the restaurant guests' complains when any financial Disagreement arises.

- **Aug 2004 – July 2005**

- **Accountant, Americana company, El sharqa – UAE**

- Responsible for receiving and maintaining accuracy of cash Recording in the restaurant's financial books.
- Conducting a daily reports to the management concerning the Cash-in-flow.
- Deals with the customers in a professional way in order to make Them reach the highest possible satisfaction level about the Services presented.

Languages Skills :-

- Arabic (Fluent / Native Language)
- English (Very Good)

Other Skills :-

Communication Skills :-

Interacted and dealt with people from various classes, educational backgrounds, nationalities and cultures, able to work under pressure and self-motivated.

Personal Skills :-

- Strong communication & presentation skills.
- Strong leadership skills.
- Strong negotiation skills.
- Ability to work in team and under pressure.
- High organizing skills.

Computer Skills :-

- Microsoft Office package.
- Internet search & navigation.
- Good knowledge of maintenance.

QUALIFICATIONS / DEGREES:-

2003 Faculty of Commerce, Accounting department, Tanta University.

PERSONAL DETAILS :-

Full Name: Hazem Mohamed Mahmoud Metawe
Nationality: Egyptian
Date of Birth: 6^h Oct 1980
Place of Birth: Qalubia, Egypt
Gender: Male
Marital Status: Married.
Military Status: Postponed
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