



PROFESSIONAL SUMMARY

Results-driven, detail-oriented professional with a career-long record of Accountant and HR success in the Managing Restaurant and Companies sector

- Proven talent for coordinating supply Handled both Accounting Management and Restaurant Operations for multiple branches across the region. "Oversaw accounting operations, including monthly closings, reconciliations, and financial reporting."

CORE COMPETENCIES

- Financial Reporting & Analysis
- Payroll & Compensation Management
- Accounting Systems & Reconciliation
- Procurement & Inventory Control
- Restaurant Operations Management
- Multi-Branch Supervision
- Human Resources Coordination
- Vendor & Supplier Relations
- Problem Solving & Decision Making
- ERP & Accounting Software (e.g., Focus, Odoo)
- Team Leadership & Staff Training
- Cost Control & Budget Management

PROFESSIONAL EXPERIENCE

EL REEM FOR SERVICES & SUPPLIES, JULY 2017 TO PRESENT (**ALEXANDRIA, EGYPT**)

CHAIRMAN & OWNER

- *Founded and led the company specializing in facility management, cleaning services, catering, and logistics supplies.*
- *Oversaw all strategic, financial, and operational aspects of the business.*
- *Managed government contracts and ensured full compliance with service-level agreements.*
- *Supervised procurement operations, inventory control, and supply chain logistics.*
- *Recruited, trained, and directed operational teams across multiple service sites.*
- *Built and maintained strong relationships with suppliers, clients, and local authorities.*
- *Developed pricing models, cost controls, and profitability strategies to ensure business growth.*
- *Handled budgeting, financial reporting, and vendor payment cycles.*
- *Directed marketing efforts and tender submissions for large-scale public and private sector clients.*
- *Ensured high-quality service delivery aligned with health, safety, and quality standards.*

Achievements:

- Successfully managed the financial operations of multiple branches, leading to a 15% reduction in operational costs through better cost control and procurement strategies.
- Oversaw the launch of new restaurant and service branches across Saudi Arabia, ensuring full operational readiness within strict deadlines and budgets.
- Implemented a comprehensive payroll and employee file system that increased accuracy and efficiency in HR operations.
- Led the digitization of sales and stock systems using ERP software, resulting in improved reporting and reduced stock discrepancies.
- Built and trained high-performing teams across accounting, HR, and logistics departments,

enhancing productivity and cross-functional collaboration.

- Secured and managed government contracts for cleaning and facility services, contributing significantly to the company's long-term revenue.
- Streamlined vendor relations and payment cycles, improving supplier satisfaction and delivery timelines.

TOP SYSTEMS TRADING EST., OCT 2009 TO JUNE 2017 (**RIYADH, KSA**)

DEPUTY GENERAL MANAGER

- Oversaw day-to-day restaurant operations across multiple branches, ensuring high standards of service, food quality, and hygiene.
- Supervised restaurant managers, chefs, and service staff; provided leadership, training, and performance evaluations.
- Monitored operational KPIs including sales targets, labor cost, food cost, and customer satisfaction scores.
- Assisted in planning and launching new restaurant branches, including site readiness, staffing, and equipment setup.
- Coordinated with the supply chain team to ensure timely procurement of raw materials and inventory control.
- Implemented cost control strategies to reduce waste and increase profitability.
- Supported marketing campaigns, promotions, and customer loyalty initiatives in coordination with the commercial team.
- Ensured full compliance with health, safety, and municipality regulations.
- Resolved major operational issues and customer complaints to protect brand reputation.
- Reported directly to the General Manager and participated in strategic planning and performance reviews.

Achievements:

- Successfully opened and launched **3 new restaurant branches** within 12 months, ensuring complete operational readiness and staff training.
- Increased monthly sales by **20%** through implementation of effective promotional campaigns and upselling strategies.
- Reduced food cost percentage by **12%** through improved inventory control and waste management.
- Implemented a customer feedback and loyalty system that improved **customer retention by 30%**.
- Built and trained a high-performing team of **50+ staff** across kitchen, service, and logistics departments.
- Standardized operating procedures (SOPs) across all branches, improving service consistency and reducing errors.
- Played a key role in obtaining municipality and health certifications for all restaurant branches with zero violations.

SHIBH AL-JAZIRA CONTRACTING COMPANY LTD., SEP 1991 TO SEP 2009 (**RIYADH, KSA**)

SENIOR ACCOUNTANT

- Prepared and maintained general ledger accounts, ensuring timely monthly and annual closings.
- Managed accounts payable and receivable functions, including reconciliation of vendor and client balances.
- Prepared financial statements, project cost reports, and supporting documentation for management review.
- Handled payroll processing, employee advances, end-of-service benefits, and related adjustments.
- Monitored project budgets, expenses, and cost allocations for multiple ongoing construction projects.
- Coordinated with procurement and site teams to verify material deliveries and invoice accuracy.

- Liaised with banks for LC documentation, bank guarantees, and monthly reconciliation.
- Ensured compliance with Saudi tax and zakat regulations, including VAT filing and reporting.
- Supported external audits and coordinated the submission of required schedules and reports.
- Implemented internal controls to safeguard company assets and improve financial accuracy.

Achievements:

educated monthly closing cycle by **30%** through streamlined reconciliation and reporting processes.

- Successfully supported year-end audit with **zero major audit findings** by maintaining clean, well-documented records.
- Implemented improved cost-tracking system across multiple projects, leading to **more accurate project budgeting and forecasting**.
- Identified and corrected recurring invoicing errors, recovering **over SAR 250,000** in missed billing.
- Played a key role in preparing VAT reports and ensuring **100% compliance** with Zakat & Tax Authority requirements.
- Improved vendor payment cycle efficiency, reducing outstanding payable days by **15%**.
- Collaborated with project and procurement teams to minimize material cost discrepancies across job sites.

EDUCATION AND CREDENTIALS

Bachelor of Commerce – Accounting Department (B.Sc.), 1989

Alexandria University, Alexandria, Egypt

Additional Credentials

Managerial Skills

Accountant Management

High communication skills

Enthusiastic

ADDITIONAL INFORMATION

Languages: English and Arabic (bilingual)

Technical Proficiencies: Microsoft Exchange, Active Directory, Microsoft Office Suite, SAP, Foodics, Oracle

Date of Birth: 05 Oct 1966.