

# SHADY HUSSIEN

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## OBJECTIVE

Employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.



## EDUCATION

**Bachelor of Commerce | Faculty of Commerce, Alexandria University**

SEPTEMBER 2011 – JULY 2015

Grade: Good



## EXPERIENCE

**Senior Accountant | Facilities Solutions For Contracting**

DEC 2023 – PRESENT | NEOM, SAUDI ARABIA

- Receiving the original subcontractor extract from the site accountant after its approval by the project manager and matching it with the contract technically and financially.
- Receipt of the original sheet of equipment and diaries from the site accountant after its approval by the operating officer and project manager in order to ensure financial compliance Ensuring data accuracy and fulfilling the deadlines established.
- Able to prepare financial management reports.
- Keep track, process, and reconcile payments and expenditures, including purchase orders, invoices, statements in compliance with financial policies and procedures.
- Assist in the preparation of monthly and quarterly reports on a timely basis.
- Maintains historical records by filing documents.
- Preparing salaries for employees at company sites in accordance with regulations and laws.

## Senior Accountant | Al-Aqsa for General Supplies & Contracting

MARCH 2020 – NOV 2023 | ALEXANDRIA, EGYPT

- Receiving the original subcontractor extract from the site accountant after its approval by the project manager and matching it with the contract technically and financially.
- Receipt of the original sheet of equipment and diaries from the site accountant after its approval by the operating officer and project manager in order to ensure financial compliance Ensuring data accuracy and fulfilling the deadlines established.
- Able to prepare financial management reports.
- Keep track, process, and reconcile payments and expenditures, including purchase orders, invoices, statements in compliance with financial policies and procedures.
- Assist in the preparation of monthly and quarterly reports on a timely basis.
- Maintains historical records by filing documents.

## Accountant- Receivable Accounts | الشهد ترانسبورت للخدمات البترولية

DECEMBER 2018 \_ MARCH 2020 | ALEXANDRIA, EGYPT

- Issuing future customer invoices and making sure that all the necessary data are recorded in the invoice.
- Delivery the invoices to customers and Recording invoices for each customer's accounts.
- Collecting dues from customers based on the payment period of each customer and making deposits in the company's accounts with banks.  
Preparing monthly reports for clients' accounts periodically every month

## Treasury accountant | Khalil Pharmacies

JUNE 2018 \_ DECEMBER 2018 | ALEXANDRIA, EGYPT

- Preparing reports on the movement of the fund, including daily revenues and expenses
- Receiving cash and checks and depositing them in the company's account
- Keeping documents related to collections and expenses in an organized manner in special files

## General Accountant | مشاعل الخير الطبي للتجارة

MAY 2017 – APRIL 2018 | RIYADH, SUADI ARABIA

- Follow up the account payable.
- Prepare monthly profit and loss statement.
- Responsible for Check collection follow.



## SKILLS

- Ability to work within a team in a professional environment with high - level of commitment, accountability, and result orientation.
- Ability to prioritize tasks.
- Strong personal, analytical, and problem-solving skills.
- Excellent communication skills and client orientation.
- Ability to work in a fast-paced, high-pressure environment.
- Ability to work independently, quickly, precisely, and take initiative and responsibility.
- Strong observation skills and keen attention to detail.



## CERTIFICATIONS

- **Modern Accounting | Arab Academy for Science, Technology and Maritime Transport**
  - OCTOBER 2014 – APRIL 2015
- **Diploma in International Financial Reporting Standard | Arab Academy for Science, Technology and Maritime Transport**
  - SEPTEMBER 2021 – JUNE 2022