

## السيرة الذاتية

١- البيانات الشخصية		
الاسم	:	عبدالرحمن محمد حسين الشايب
الجنسية	:	بحريني
الحالة الاجتماعية	:	أعزب
تاريخ الميلاد	:	١٩٩٠/٠١/٢٨ م
المؤهل العلمي	:	بكالوريوس إدارة مالية ومحاسبة - جامعة المملكة - مايو ٢٠١١ م
رقم البطاقة السكانية	:	٩٠٠١١٣٥٣٧

## - الخبرة العملية :-

١ - شركة يو أتش واي السيد العيوطي وشركاه محاسبون ومراجعون

### قانونيون

الفترة من ٢٠١١/٥/١٥ م وحتى ٢٠١٩/٠١/٢٨ م

المنصب :-

مدقق أول

الوصف الوظيفي : -

١ - مراجعة البيانات والقوائم المالية للشركات.

لعنوان :

ص.ب: ١١٨٦٩ المنزلة - مملكة البحرين

لهاتف النقال: ٠٠٩٧٣٣٩٦٤٠٠٦٩

هاتف العمل : ١٧٥٣١٦٣١

لفاكس : ١٧٥٣١٦٣٢

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## محمد حسين حسنين الشايب

### البيانات الشخصية :

الجنسية : بحريني

الديانة : مسلم

تاريخ الميلاد : ١٩٥١/١١/٢٠ م

رقم الجواز : ٢١٢٩٧٤٧

البطاقة السكانية : ٥١١١٠٧٣٥٨

الحالة الاجتماعية : متزوج

### المؤهلات العلمية

مايو ١٩٧٧ م بكالوريوس تجارة - قسم محاسبة - جامعة القاهرة

### الشهادات

- محاسب قانوني بمجمهورية مصر العربية قيد ( ٤٧٩٧ ) .
- محاسب قانوني بمملكة البحرين قيد (٨٥) .
- عضو جمعية الضرائب المصرية .
- عضو جمعية المحاسبين البحرينية .
- (ACCA) عضو جمعية المحاسبين القانونيين لمعتمدين الدولية ( لندن ) قيد (٤٧٨٤) .
- (CPA) عضو جمعية المحاسبين القانونيين المعتمدين - مونتانا - امريكا .


- دورة أعمال الخبرة بمعهد الدراسات القضائية والقانونية بوزارة العدل والشئون الإسلامية من ٤ - ٧ يناير ٢٠١٠ م .
- الدورة التدريبية في المعايير والأنظمة المالية والمحاسبية المتقدمة وإعداد الموازنات من جمعية المحاسبين البحرينية ، نوفمبر ٢٠١١ م.
- شهادة متخصصة في التحكيم التجاري لدول مجلس التعاون لدول الخليج العربية من يناير الى مايو ٢٠١٧ م.


### الخبرات العملية


مدقق حسابات بمكتب عيسى العيوطي وشركاه - القاهرة	١٩٧٧/٧/١ - ١٩٧٩/١٢/٣١
مدقق حسابات بمكتب العيوطي وشركاه الخبر - المملكة العربية السعودية	١٩٨٠/١/١ - ١٩٩٠/٤/٣٠
مدير مكتب السيد العيوطي وشركاه محاسبون ومراجعون قانونيون - مملكة البحرين	١٩٩٠/٥/١ - ٢٠١١/١٠/١٦
مدير وشريك بمكتب يو أنش واي السيد العيوطي وشركاه محاسبون ومراجعون قانونيون - مملكة البحرين	٢٠١١ / ١٠ / ١٧ - حتى تاريخه
خبير محاسبي مقيد لدى جدول خبراء المحاكم - مملكة البحرين	١٩٩٧/٢/١١ - حتى تاريخه
خبير محاسبي مقيد لدى مركز التحكيم التجاري لدول مجلس التعاون	٢٠١٢/١٠/٧ - حتى تاريخه


# MOHAMED ELSAID


## FINANCE ASSISTANT MANAGER

 +973 39201845

 Bahrain

 Egyptian

 marmseed05@yahoo.com



Finance & Banking | Management | Financial Services | ERP | Retail | Leadership

**A seasoned finance professional with over 20 years of experience,** I excel at driving financial success through strategic decision-making and cost-saving initiatives. My expertise lies in developing and implementing comprehensive financial forecasting models, optimizing cash flow, and mitigating financial risks. As a recognized leader, I foster a high-performing team environment, consistently exceeding expectations and maintaining a culture of continuous improvement.



Core Competencies & Key Skill Sets		
Strategic & Financial Planning	Accounts Payable & Receivable	Financial Modeling & Analysis
Financial Reporting	Cash Flow Forecast	Cost Reduction
Internal Controls & Compliance	Risk Management	Business Analysis
Budgeting & Forecasting	Internal Controls	Leadership & Team Management
TECHNICAL SKILLS: MIS, Financial Software and Modules MS, Navision ERP System, Dynamics 365, Microsoft Office		

Career History & Projects	
<b>Almeer Group Company</b>	<b>2000 – 2023</b>
<b>Finance Assistant Manager</b>	<b>Feb 2020 – Nov 2023</b>
As a Finance Assistant Manager, I play a pivotal role in ensuring the financial health and operational efficiency of the company. Reporting to: VP of Finance and Admin, and CEO.	

- Main Responsibilities:**
- Implements and maintains all internal controls and systems within the company.
  - Prepare monthly, quarterly, half-yearly and Consolidated Annual Financial Statements.
  - Prepare and file monthly VAT Return.
  - Cash flow management on daily basis with the object of maintaining sufficient liquidity in the business.
  - Monitoring standard operating procedures adherence of the finance team, review and recommends and implements procedural difficulties faced by the team to accomplish the prescribed task.
  - Provide guidance and ensuring compliance with tax and other relevant regulations.
  - Review receivables ageing and lead the teams for the collection.
  - Banking Management including term loans, LCs and overdraft management.

<b>Financial Controller</b>	<b>Jul 2015 – Jan 2020</b>
As a Financial Controller, I spearheaded initiatives to enhance the company's financial performance, overseeing business processes, implementing robust internal controls, and conducting regular operational meetings to provide financial, commercial, and strategic guidance to management and departments. Reporting to: Finance Manager, Managing Directors, and CEO.	

- Main Responsibilities:**
- Improve the company's financial performance through monitoring of the business process and developing and enforcing internal controls within these processes.
  - Conducting monthly and weekly operational meeting to discuss the current status of the business with future outlooks.
  - Acting as a business co-pilot by providing financial, commercial, and strategic support to the other departments.
  - Designing effective budget models for departments and the entire company.
  - Identify variances between actual and budgeted financial results at the end of each reporting period.
  - Assisting in Projects evaluation based on financial & non-financial factors and with the application of different performance evaluation methods according to the suitability of circumstances.
  - Analyzing financial information (e.g. revenues, expenditures, and cash management) to ensure all operations are within budget.

## Senior Accountant

May 2007 – Jun 2015

As a Senior Accountant, I played a crucial role in managing the company's financial processes, ensuring accurate record-keeping, and maintaining financial compliance. Reporting to: Finance Manager, Managing Directors.

### Main Responsibilities:

- Operating all financial procedures via managing ERP system process and keeping the daily follow up on direct reports task and daily routine.
- Record operations correctly according to financial standards and policies
- Maintain company assets and confidential data.
- Match the balance of accounts related to receivables and payables
- Preparing and Presenting Financial Statements on Monthly Basis.
- Review of Financial Statements in accordance with IFRS.
- Assist Finance Manager in Preparing Annual Budget.
- Ensures that targets are achieved and there are no deviation through variance analysis.
- Checking and supervision of Accounts receivables.
- Monitoring Internal control and Cost control by evaluating and checking.
- Co-ordination with HR department, Logistic department and Inter-companies
- Conduct monthly audit of stores & verification of Inventory
- Supervision of POS (Point of Sale) control.

## Banking Accountant

Jul 2005 – Apr 2007

As a Banking Accountant, I held responsibility for preparing financial reports, processing payroll, ensuring VAT compliance, handling monthly, quarterly, and annual closings, and adhering to accounting standards. Reporting to: Finance Manager.

### Main Responsibilities:

- Creating periodic reports such as balance sheets, profit & loss statements, etc.
- Confirms financial reporting accuracy by monitoring revenues, expenses, analyzing variances, and monitoring balance sheet accounts.
- Ensure all aspects of VAT transactions are captured correctly, delivering VAT reporting, and ensuring VAT compliance.
- Handle monthly, quarterly and annual closings. Reconcile general ledger balance sheet and income statement accounts.
- Ensuring that accounting practices, classifications and reporting adheres to compliance and regulatory standards.

## Accountant – Accounts Payable

Apr 2003 – Jun 2005

As an Accounts Payable Accountant, I managed the process of reviewing, verifying, and paying invoices, coordinating with suppliers regarding late payments, preparing monthly statements, maintaining historical records, and ensuring accurate tracking of payments and expenditures. Reporting to: Finance Manager

### Main Responsibilities:

- Review the daily received invoices and match the document.
- Check the received invoices with the total attached invoices.
- Coordinate with the customers regarding the late payments.
- At the end of the month, print a statement for every supplier to establish the past dues.
- Debit the invoices paid from the supplier account.
- Maintains historical records by microfilming and filing documents preparing and analyses of accounts and producing monthly reports
- Keeping track of all payments and expenditures, including purchase orders, invoices, statements.

## Accounts Receivable Specialist

Jul 2000 – Mar 2003

As an Accounts Receivable Specialist, I was responsible for maintaining accurate customer accounts, promptly processing customer payments, effectively communicating with customers regarding their invoices and statements, and preparing and analyzing accounts receivable reports for management review. Reporting to: Finance Manager

### Main Responsibilities:

- Accurately create and maintain customer accounts in the accounting system.
- Process customer payments promptly and accurately, including cash, checks, and electronic payments.
- Communicate effectively with customers regarding their invoices, statements, and payment options.
- Prepare and analyze accounts receivable reports for management review.

## Education & Professional Development

**Bachelor's Degree in Commerce** Mansoura University - (May, 1999)

### Training Courses

- Certification in Advanced Excel and MIS Reporting (Nov, 2021)
- Coaching Skills (Jan, 2013)
- Summarizing & Analyzing Data Using MS EXCEL 2007 (Sep 2011)
- Performance Development Course
- Dealing with work stress Course

## Additional Details

**Date of Birth:** July, 1977

**Gender:** Male

**Marital Status:** Married

**LinkedIn Profile:** <https://www.linkedin.com/in/mohamed-al-said-408690108/>