

MOHAMED ALI EL-SAYED



CONTACT

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United Arab Emirates
Abu Dhabi

EXPERTISE

- Financial Management
- Accounting
- Tax Collecting
- Accounting Principles
- Data Analysis
- Mathematical Skills
- Financial Reports
- Strong Ethics
- Customer service skills
- Pride in achieving individual targets
- Good presentation and excellent personal organization

LANGUAGES

Arabic: Mother Tongue.
English: Very good speak, read and written.

PROFILE

A hard-working, determined and enthusiastic individual. Easily adapt to new and changing environments.

Have a passion to help customers able to solve problems with customer centric solutions.

Have excellent leadership skills.

Possess excellent communication skills, an ardent team player also capable of working on own initiative and work efficiently towards deadlines. Keen and quick to learn new skills, strong attention to detail. Good financial and audit acumen is required.

EXPERIENCE



**Store "Cash" Administration Executive [Finance focused role]
at Al Futtaim Misr for Retail Egypt [IKEA Brand] from July 2013 – May 2015**

**Store "Cash" Administration Team Leader [Finance focused role]
at Al Futtaim UAE [IKEA Brand] from May 2015 – Aug 2022**

Job Description

- Responsible for making entries for all the daily Cash transactions and balance the books at the end of the day on Navision system.
- Store in Internal Audit every quarter compliance, Risk Management, Fraud, Banking Operations
- Reasonable of audit procedures, risks and controls
- experience in data analysis
- Preparing Daily Sales reports for Management Team.
- Following operating procedures
- Providing customers with an enjoyable shopping experience
- Recorded daily entries for cash, Checks and credit cards on SAP system after posting store statement.
- Creating LPO "local purchase order" on SAP to all departments Consumables & related G.L Entries.
- Reviewing and analyzing petty cash payments & preparing monthly reconciliations and forward it to finance team.
- Processing transactions quickly and accurately
- Advising customers
- Winning sales to meet targets

- **SAP R/3 USER. (System Application Process) Microsoft Navision.**
- Responsible in accounting all daily collections in SAP.
- Responsible in sending the Weekly Sales Report, for IKEA Cairo stores, to IKEA DXB.
- Responsible in sending the Cash Admin KPI report to the management.
- In charge of sending the monthly reports to Business Navigator and Finance Department.
- Handling of the petty cash funds of the stores, and preparing the petty cash reimbursement statements to be submitted to the Finance department for payment.
- Deals with third-party companies for foreign money collections, deliveries and supplies.
- Provides assistance in supervising the cashiers during peak hours.
- Accountable for all Internal and External Issues.
- Reconciles all cashiers (40 to 60 cashier's) collection and deposit against the sales in the system (Microsoft Navision).
- Investigating the discrepancies and checking with the concerned cashier.
- Investigates the discrepancies by coordinating with the CCTV security team.
- Issuing of investigation reports and follow up with our concerned bank for any dispute in the credit card payments.
- Handling of store stationery requirements.
- Compiling of the full store stationery requirements & arranging with the supplier for stationery supply.
- Receiving of quotations from different departments and raising of LPO's in the system.
- Follow ups on the approvals of the LPO releasing mechanism from the finance manager.
- Looking for new vendors, local purchases, LPO preparation, and controlling the expenses with given budget.
- Responsible for the full Local Purchase Order process using SAP from purchasing, processing of the receiving of goods, invoice verification and payment of invoices.
- In charge of submitting Mashreq bank redemption vouchers to be forwarded to retail office on a monthly basis.
- Keeping track of all transfer received to our Banks.



Job Description

- Brand Admin Controller
- (Mothercare Audit official in Egypt)
- Cash Statement Controller
- Head Cashier (Training and Development) mothercare Egypt Stores
- All Stores Stock Controller, Reconciliation & Communicated to brand
- Mothercare Operations Travel Coordinator
- Responsible of dealing with customer complaints
- Schedule for all stores home deliveries for customers



2005 To 2008
Starbucks Coffee, Kuwait, Egypt

Assistant Store Manager

- Certified as Retail Management Training (ASM) .
- Certified as Learning Systems (ASM) .
- Certified as Effective Communication (ASM) .
- Certified as Managing Priority (ASM) .
- Certified as Communicate About Performance (ASM) .
- Certified as a Shift Supervisor (Lead Barista). June 2006. Starbucks Egypt.
- Completed course in SSW “Shift Supervisor Workshop”, Starbucks Egypt.
- Certified as ISLC in store learning coach, Starbucks, Egypt.
- Completed course in “Legendary Service Workshop”. Starbucks Egypt.
- Certified and recognized as Coffee Master. Starbucks, Kuwait.
- Certified Barista, Starbucks Kuwait opening team for Starbucks on Egypt.



EDUCATION AND QUALIFICATION 2002

Licentiate of Sharia and Islamic Law
EL-Azhar University



COURSES

- English as a second language
- Word – Excel – Internet courses
- Course of Tourist Establishment Management
- Course of Human Resource
- Course of Cost Control Coordinator