



CANDIDATE RÉSUMÉ

Mr. Mohamed El Kayssouni

EDUCATION

- April 2010: **MBA Holder** (Financial Management), AABFS
- Feb. 2010: Member Ship No:7375 Egyptian Tax Society
- April 2006: Preparing for **CMA** (Certified Management Accounting),
- Revised System (New System) **Finished Part One**
- Nov 2000: **MAC** (Modern Accounting Certificate), American University in Cairo
- 1995: **Bachelor of Science**, Accounting, Ain Shams University, Cairo - Egypt.
- 1990: **High School**, COLLEGE DE LA SALLE – DAHER

TRAINING COURSES

- July 2009: IFRS (IPA Center & Tarek Azab)
- June 2009: PMP(Project Management Professional) RITI Zamalek
- May 2009: Passed TOEFL Exam (Score 500)
- Aug. 2008: TOEFL (AMIDEAST)
- July 2004: Direct Tax (American University in Cairo)
- July 2004: Sales Tax (American University in Cairo)
- March 2003: CRM (Consumer Relationship Management),

International Marketing & Management Institute (I.M.I)

- Oct 2000: Instruction In The Theory And Practical Application of Export & Import Custom Duties Exceptions & Procedures, *Egyptian Diplomatic Club - Cairo.*
- Nov 1999: Letter of Credit & Letter of Guarantee, *Middle East Advisory Group (M.E.A.G)*
- Apr 1997: French, Ambassade De France (Centre Culturelle Francaise)

WORK EXPERIENCE

July 2015 – Up to date

Country Head of Controlling & Networking Capital - PANALPINA

The Panalpina Group is one of the world's leading providers of supply chain solutions. The company combines its core products of Air Freight, Ocean Freight, and Logistics to deliver globally integrated, tailormade end-to-end solutions.

- Monitor the cash conversion cycle and explain its significance to working capital management.
- Participation in the Business Plan Development & Steer the short term planning.
- Provides condensed and supplemental management reporting information across all levels
- Perform financial analysis on monthly financial reports and KPIs to initiate (cross) functional corrective actions, where necessary, in order to achieve EBIT targets
- Participate in the elaboration of assigned projects within finance and cross functional departments.
- Coordinate and participate in monthly financial reports in regards to planning and budget
- Communicate with different banks to have the better rates and better services
- Master data maintenance in relevant systems.
- Working under **SAP** software and **BW** reporting software.



January 2013 – June 2015

Group Costing Section Head - ASEC Cement

ASEC CEMENT is a platform for investments in emerging cement markets in the Middle East and North Africa Region and was created in November 2005 by Citadel Capital, the MENA region's leading private equity firm.

- Monitor the financial progress of the company, computes operating, fixed and variable costs and compares such costs to budgets. Analyzing data collected from AX software and recording results
- Manage the standard cost function, physical inventory and financial reporting through BI tools.
- Planning, studying, and collecting data to determine costs of business activity such as raw material
- purchase, inventory and labor.
- Analyzing actual manufacturing costs and audit the periodic reports comparing standard costs to actual production costs.
- Monitor COP & COGS
- Preparing financial statements and activity reports that highlight business finances and forecasts.
- Assess and analyze the results in a meaningful way.

June 2008 – December 2012

Cost Accounting Manager - EL Sewedy Electric

El Sewedy Electric Is A Subsidiary Of El Sewedy Cables. El-Sewedy Group is an international organization specializing in the supply, installation and commissioning of electrical equipment on a turnkey basis and services to utilities and industries throughout Africa and the Middle East.

- Comparing all kinds of expenses and revenues with the planned budget. working under **Oracle ERP**
- Budget Preparation and Budget Monitoring. Audit All Purchase orders for all projects for all countries

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- Producing Managements Reports (Including For Overseas Branches)
 - Analyzing Cost Benefits, Feasibilities and Project Assessment
 - Producing Monthly Variance Analysis Report and Monthly Forecasting and Monthly Cost Reports
 - Producing, Monitoring And Reporting Operational Management Reports On Ongoing Projects

Mar 2007 – May 2008

Chief Accountant - MOBICA

Mobica was established in 1976 at Abou Rawash industrial zone producing office furniture. In 2004 Mobica's industrial base had been expanded to include 15 factories covering a large scope of business varying from Office, Medical, and Educational & Contract Furniture to Automotive Supplies.

- Monitor Control and Lead the Team of Twenty Five Accountants, Accounting Entries and Review Bank
- Reconciliation to Get Trial Balance & Monthly Financial Reports in the Right Time
- Prepare Financial Statements (Balance Sheet – Income Statement –Cash Flow Statement)
- Review the Completeness and Accuracy of Books and Controlling Closing Adjustments (Accruals
- Depreciation – Amortization – Etc) Before Monthly Closing Procedures
- Develop & Control Accounting Cycles & Internal Control. Setting up procedures required for work flow
- Working Under Environment of **SAP** (System Application Planning)
- Prepare File Audit required by External Auditors for issuing Final Financial Statement.

Aug 2003 – Feb 2007

Senior Accountant E.D.F. (Electricite De France)

E.D.F. was set up in 1946 for the responsibility for generating transmitting electricity in France. Two Power Plants In Egypt. (E.D.F. Suez Gulf Power – E.D.F. Port Said East Power).

- Preparing & reviewing all kinds of payments to all suppliers and reconcile their balances (Different Currencies) & the petty cash for both power plants. Preparing Bank Reconciliation (Different Currencies)
- Analyzing And Reconciling G&L Accounts, assisting in providing financial data to inside and out side source And Affiliated Companies. Closing Entries monthly and annually
- Preparing & reviewing accounting entries on **Great Plains Accounting Software** Ver.6 To Ver.8
- Preparing Different Aspects Of Taxes Withholding Tax, Sales Tax. Participating in tax inspections.

May 2000 – July 2003

Assistant Financial Manager NOVARTIS CONSUMER HEALTH

Novartis is a global leader in the life sciences, committed to improving health and well being through innovative products and services.

- I am responsible for checking and determining that expenses such as travel, moving, and monthly local expenses (with related advances) are reported in full details on a daily basis and itemized by type of expense & hold a cash custody with a balance to finance all cash payment related to the office expenses.
- Allocate and post-related JES needed. Report to the finance manager on monthly basis summary transactions. Making Data Entry On **PeachTree** Accounting Software
- Making analysis of accounts. Preparing analytical reports. Responsible for the preparation of financial analysis and suggest improvements to the finance manager.



Apr 1999 – Apr 2000

Accountant A.P. *MIRACO CARRIER*

- Miraco-Carrier is a joint venture between Miraco and Carrier Corp. in New York U.S.A. with a regional management in France covering Middle East / Africa Group. Main responsibilities were as follow:
- Clearing balances of all transactions with affiliated entity also issuing monthly statement to related party.
- Preparing bank reconciliation and controlling local procurements due to cash flow in banks.
- Prepare monthly digest of payments. Controlling account payable exceeds to planned target
- Assure proper allocation of transactions to related Cost Accounting Centers and maintain accounting daily reports and necessary analysis
- Controlling warehouse receipts and its allocation to payments. Filling & data entry.

Nov 1995 – Mar 1999 *DELTA COMPUTER CENTER*

Delta computer Center is one of the largest software houses and considered a leading company in programming and creating commercial off-the-shelf software in Egypt and the Middle East.

11/95 – 01/98 Accountant & Technical Support

- Preparing & helping in creating software for professional use in several fields.
- Evaluating & analyzing ready-to-sell programs.
- Comprehend & comply with clients and/or staff members' complaints & comments concerning both software & hardware as well as from both technical & economic points of view.
- Rebuild, modify, update & help in creating new more matching software upon customer demands and needs.

01/98– 3/99 - Sales & Customers Support Manager

At a later stage I was promoted for my high performance in solving technical and accounting problems and assigned to be a team leader. My duties were as follows:

- Interviewing, recruiting & training the new sales & customer support staff.
- Follow-up & performance evaluation for individuals reporting to me.
- Participate in preparing visibility studies, evaluating the current system & recommend the suitable solution to raise the performance.
- Selecting agents & dealers for the company products in Egypt & abroad to increase company's sales volume.
- I was also responsible for the computer system upgrading & maintenance follow-up.

PERSONAL DATA

Date of Birth: 20th May 1972

Place of Birth: Cairo, Egypt

Nationality: Egyptian

Marital Status: Married

Military Status: Exempted (1999)