

## Mohamed Mostafa Ismail Mostafa

New Cairo

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### Objective

Seeking a responsible position in a reputable financial organization where my academic background, experience and interpersonal skills will be fully utilized and developed.

### Personal Information

- Place of Birth: Cairo, Egypt
- Date of Birth: 10/4/1987
- Nationality: Egyptian
- Gender: Male
- Marital status: Married
- Military service: Exempted.

### Education

- Bachelor degree in Commerce, Ain Shams University
- Graduated year: 2008
- Major: Accounting.

### Languages

- Arabic: Mother Tongue.
- English: Good Spoken and Written.

### Courses Taken

- Financial SAP Training.
- Risk Management and Insurance in petroleum industry
- Budget forecasting and planning process
- Business process in Sap Financial Accounting in Jupiter 2000
- Financial analysis.
- Negotiation Skills
- Cost Accounting in Oil & Gas Companies.
- Decision Making & Communication Skills.
- Logistics and supply chain management.

### Computer Skills

- Excellent Internet research skills.
- Excellent use of Microsoft office: Word, Excel, and Power point.
- Excellent use material supply software including SAP.

## Training Internships

- Training on SAP system by Shell Egypt.
- Training on safety rules by Shell Egypt

## Work Experience

Nov-2013 : Till Date

### **Assistant General Manager at Finance Department "Treasury Section Badr Petroleum Company, November 2013-present**

## Role & Responsibilities

#### **Insurance Section :**

- Renewal & Adjust the construction All Risk Insurance Policy regarding projects under construction.
- Renewal the All Risk Insurance Policy for all assets and wells in the company.
- Review the offers from Insurance Companies regarding all policies.
- Insure the monthly crude oil either stored or transported.
- Review all Tenders.
- Control & Organize the Insurance Certificates Evaluate and Review the Contracts to identify the Insurance limits required by the contractor.
- Submit quarterly reports to the E.G.P.C.
- Handling and control all claims with the insurance companies
- Insure daily and weekly materials cargos
- Renewal cash Insurance policy
- Renewal the Life Insurance policy for Bapetco Staff & proceed with insurance company for death & injury case
- attend negotiation meeting for contracts bidders

#### **Accounts Payables Section :-**

- Review all invoices for appropriate documentation and approval prior to payment based on payment terms under Contracts & Purchase Orders.
- Ensure the completion of the entire accounts payable cycle including month closing, and preparation of the period-end / year-end closing entries and reconciliations for accounts payable.
- Reconcile payables, accruals, follows-up on any outstanding items, and prepares the necessary adjustments on timely basis.
- Ensure proper coding and accounting distribution for all payments and cash disbursements.
- Carry out the monthly closing process for accounts payable to ensure the timely completion of the assigned tasks as per period-end timetable, including the preparation of journal entries, the reconciliation of accounts payable and the investigation and analysis of discrepancies that may arise.

#### **Treasury Section:-**

- Bank reconciliation for all currencies (i.e. USD, Euro, GBP,EGP)
- Monitor the cash balances & Forecast the company's cash in and out.
- Supervise and Control the Funds received from partners (i.e. EGPC & Shell.
- Opening, Reviewing and Follow-up letter of Credits.
- Reviewing and Issuing Checks and Swift Transfers to Suppliers.
- Banking Cash Flow Control.
- Preparing Monthly reports reflecting the company actual expenditures against the cash forecast and analyze variances.
- Bookkeeping and recording of all payments in accounting records.
- Prepare journal entries proceeds from the currency reevaluation.

- Responsible for monitoring, recording and booking to the ledger all cash & deposit checks.
- Maintain a record of all Letters of Guarantee, Bid Bond and being responsible for their acceptance, their extension and/or release and advising the concerned departments of their expiry dates.

**Nov-2008 : nov-2013**

• **Accountant Obaied Gas field, Badr Petroleum Company, November 2008-November 2013.**

- -Managed development operations & project accounting and budgeting according to company guidelines and international standards.
- -Calculated all invoices belong to labor, transportation, and catering and consumption contractor.
- -Analyzed the costs belong to occupied & airport.
- -Controlled the process of imprest fund, collecting the salary and distribution of every bonus for all staff.
- -Monitored all personal expenses & general expenses & personal and family medical expenses.
- -Constructed the Budget and the Project Cost Breakdown Structure starting from the existing cost estimate.
- -Followed up all the finance jobs and controlled the charge account for all activities in Obaied field by review and correct the account number and cost center for all materials requisition, service requisition, movables, all expenses, and all invoices.
- -Followed up the safe accounts and review all finance documents (Cash journal – Turn over – Expenses....) with monthly inventory.
- -Assisted in preparation of capital and operating budgets

**Role & Responsibilities**

**Summary of skills**

- Excellent Communication Skills.
- Team Work Problem Solving and decision-making.
- Good Presentation Skills.
- Cooperative with others.
- Ability to work under pressure.
- Ability to handle problems.
- Ready to travel on any business Trips for work assignment.
- Ability to work individually and as an effective team member.
- Self-motivated, dependable and goal-oriented.

