**Joseph Gamal Yani**

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|  aDDRESS: Tunis st,Hawalli Phone: 65199101  Email: [JOSEPH\_YANI@HOTMAIL.CO](mailto:JOSEPH_YANI@HOTMAIL.CO)M |

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| **Personal Information** | |
|  | * **Nationality: Egyptian** * **Residency: Kuwait ,Article No 18 c ,Transferable visa** * **Driving License: Valid Till 2018** * **Marital Status: Married** * **Notice Period: 100 Days or less as per Law.** |
| **Objective** | |
|  | Looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience. Excellent accounting skills, with experience in ERP and SAP, dealt with the main contractor, Suppliers and Subcontractors and high level workloads within strict deadlines. |
| **Education** | |
|  | May 2005 –Accounting Major /Ain Shams University /Egypt |
| **Professional training and courses** | |
|  | * Introduction to Accounting from U.S office of Entrepreneurial Development. * Fundamentals Accounting Course-Alison College. * AMA Accredited Management Accountant from GAFM. * Risk Management for Large International Projects from OHL Spain. * Diploma in Accounting from Oxford Business school candidate. degree expected 2/2018 * ACCA Candidate.   Arabic : Mother tongue  English : Very good –American Studies Resource Centre. ILETS Score 6.5.  Spanish : Level 1A from Inlingua college. (Level 2A in progress).  Computer : GCONS, ERP, SAP , Excel, Word, Outlook & Internet |
| **Work experience** | |
| ***Rizzani De Eccher-OHL-Trevi-Boodia Con-Joint Venture Kuwait***  Senior Accountant  Oct 2011 –Up to Date.   * Responsible for Two years for Treasury &suppliers starting from Payment certificates, Invoices &Cash vouchers examination & checking up to the registering of the daily general vouchers & transactions. * Responsible for Subcontractors Payment certificate and Invoices financially and contractually checking. * Analyzing & registering monthly Cost estimations &checking with Cost control Dep. * Preparing Back Charges &debit notes for subcontracts. * Following up with the client (MPW) for our monthly payment and preparing the necessary attachment (subcontractors &suppliers quittances, insurance log…etc.) * Supporting the administration department for Kuwait municipality paper work. * Strong in interaction with external &internal Auditors for Finalization of Accounts and auditing reports. * Develop and manage external financial relationships (e.g., MPW, Suppliers, Subcontractors , auditors )   \*\* Reason of LEAVING: End of project.  ***L3-Communication/Basic GTC&C Kuwait***  Consultant Accountant  April 2011 –Sep 2011   * Responsible of G/L, A/R, A/P and fixed-asset tracking and accounting. * Expertise in reconciliation of receivable & payables with their respective statements. * Fixing Payroll errors &making corrections. * Preparation of monthly cost sheet and budget comparison. * Completed comprehensive cost analysis and subcontractors review of budgeted target, and played a key role in the due diligence effort that was crucial to successful cost reduction wherein I been awarded bonus and certification of appreciation for reduction the cost by 25%. * Creating Accounting Cycle for Basic GTC&C & Preparing 2010 Financial Statements.   \*\* Reason of LEAVING: End Of Project.  ***KBR U.S***  ***KBR ( Kellogg Brown & Root ) Kuwait/Iraq***  Accountant /Site Supervisor-Iraq  February 2009 –March 2011   * Daily reconciliation of Cash entries, renting and purchase register & assets tracking. so as to authenticate the figures appearing in the Books of Accounts of the Suppliers ,clients & the Headquarter office. Working in allocating cost according to Cost centers. * Responsible of G/L, A/R, A/P and fixed-asset tracking and accounting. * Supervision of administrative &technical Staff. * Preparing Monthly Invoices for the clients and monthly Payroll for the staff , * Handling Self-Correspondence with all Business Clients, Suppliers (e.g., KBR, Rockwell Collins ) * Diplomatic and Excellent in Public Relation and Office Administration * Preparing reports and certifications after the completion of jobs. * \*\* Reason of Leaving : END OF CONTRACT WITH U.S ARMY   ***Alshora International General Trading & Cont Co Kuwait***  Accountant /Operation Coordinator  June 2007 to February 2009   * Preparing journal voucher and daily transactions. * Reconciliation of various company Bank Accounts. * Management of Receivable &Payable Accounts. * Preparing financial statements. * Maintaining Payroll Register.   Universal Express Courier Company ( Sister Company For Alshora International )   * Maintaining Payroll Register and Payable &Receivable Accounts. * Reconciliation of various company Bank accounts. * Preparing journal voucher, daily transactions. * Reporting weekly and Monthly reports for the head management.   \*Reason of Leaving: End Of Contract with U.S Army  ***Technical corp. for Electronic Appliances EGYPT***  April 2006 /May 2007  Financial &production Accountant   * Responsible for daily transactions and preparing reports for the Financial Statements. * Responsible for Receivable and Payable accounts. * 6 months as production accountant at the factory preparing costing statements, controlling the inventory, posting materials purchasing, posting &preparing reports for out siding maintenance costs & Factory Payroll.   \*\* Reason of Leaving : Traveling to Kuwait  ***Professional Memberships***   * Was member at American studies resources center in Cairo. * Member at Commerce Syndicate in Egypt. * Member at Commerce Syndicate in Kuwait * Global Academy of Finance and Management GAFM.   ***Hobbies , Interests and personal skills***   * Time management and multi-tasking abilities. * Self-Studying, professional and languages learning. * Readily adapt to new professional settings/industries and adeptly acquire and apply new skills and knowledge toward supporting company goal. * Effectively identify, develop and execute strategies to boost productivity, efficiency and qualities. * Fostering a collaborative environment that improved productivity, individual accountability and team morale. * Volunteer work with charitable organizations such as the Association of Sisters of Charity in Egypt & Supporting Little Silverback Charity in Uganda. | | |

**All Supporting DOCUMENTS AVAILABLE UPON REQUEST**

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