

MOHAMMED

Ahmed Elmostafa Seddik

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Targeting assignments in Sales , Accounts, Auditing, Administration, Coordinating and Risk Management with an established growth-focused organization preferably across in UAE .

SUMMARY

- ✓ Results- driven professional with over 16 years of experience in **Sales, Finance, Accounts and Auditing** with great exposure in **Risk Control & Fraud Prevention, MIS and Reporting**
- ✓ Comprehensive understanding of **Laws & Statutory Regulations**
- ✓ pertaining to financial management, operations, audit and compliance
- ✓ Successfully drove enterprise **Risk Management Framework** including risk identification, risk appetite and strategy, risk related decisions, processes and controls, risk analytics and governance
- ✓ Established & maintained an efficient **recordkeeping / MIS System**; assessed the prevailing corporate environments by reviewing and enhancing all **Financial Procedures**
- ✓ Managed managing a wide spectrum of **Finance & Accounts** activities encompassing finalization of accounts, built internal financial controls for **profit monitoring and working capital**.

EDUCATION

2004 - 2008 **Bachelor of Commerce**
Beni Suef University Beni
Suef, Egypt

WORK EXPERIENCE

05/2023 To 04/2024 **Relationship Manager**
Orient Finance Brokers LLC
Dubai, UAE

- ✓ Develop relationships with new and existing clients to expand business.
- ✓ Perform due diligence, research, analysis, and documentation of live transactions.
- ✓ Create presentations for client portfolios.
- ✓ Affinity for current events, critical issues, and relevant news.
- ✓ Contact prospective investors and assess the suitability of new clients.
- ✓ Provide investment advice to clients.
- ✓ Ensure that all operations affecting clients are carried out in accordance with Central Bank and SCA rules.

SKILLS

Technical

Microsoft Office (MS Word, MS Excel and MS PowerPoint)
Peach tree

Soft Skills

Numerical Competence
Team Management
Problem Solving
Decision Making
Analytical
Dedicated and Reliable

Languages

English
Arabic

OTHER INFORMATION

Date of Birth: January 2, 1988
Nationality: Egyptian
Gender: Male
Marital Status: Married
Driving License : Available
Visa Status: Resident

- ✓ Contact prospective investors and assess the suitability of new clients.
- ✓ Update the status of the customers in our CRM system

04/2015-02/2023 **Audit Coordinator**

Al Fardan Exchange LLC
Dubai, UAE

- ✓ Ensuring compliance with established internal control procedures by examining records, reports, operational practices.
- ✓ Comprehensive understanding of laws, statutory regulations pertaining to financial management, operations, audit.
- ✓ Producing detailed reports, drafting proposals to refine internal controls, presenting findings and recommendations.
- ✓ Focusing on effectiveness and efficiency of the Internal Audit function and its role within Risk Management activities.
- ✓ Visiting branches to check cash, security system and other operational work.
- ✓ Preparing special audit and control reports by collecting, analyzing and summarizing operation information and trends.
- ✓ Ensuring no irregularities in branches and safeguarding the assets of the company.
- ✓ Controlling full audit cycle including risk management and control management over operations-effectiveness, financial reliability and compliance.
- ✓ Maintaining MIS, evaluating them for facilitating decision-making process.

04/2012-03/2015 **Chief Cashier**

Al Fardan Exchange LLC
Dubai, UAE

- ✓ Monitors daily market rate and decide the buying and selling rate of each currency to attract new customers, retain existing customers and ensuring maximum profitability for the company.
- ✓ Making currency exchange and dealing by different types of currency.
- ✓ Comply AML rules, policy and procedures of the company wherever applicable.
- ✓ Discussing with customers, explaining and promoting the new products and existing products.

08/2009-01/2012 **Cashier**

Al Ansari Exchange LLC
Dubai, UAE

- ✓ Currency exchange and dealing by different types of currency.
- ✓ Provide fast, excellent and error free remittance services (Telex Transfer, Demand Draft, Western Union, global express, Credit Card Payment, Bills Payments etc.) to customers from the publishing time of the branch in a very professional way.
- ✓ Comply AML rules, policy and procedures of the company wherever applicable
- ✓ Discussing with customers, explaining and promoting the new products and existing products and our services
- ✓ Provide adequate and necessary information whenever required to Head office, administration office or various department of the company.

03/2007-04/2009 **Assistant Accountant**

Mohamed Moawad Accountants and Taxes Consultants
, Egypt

- ✓ Making journal entries and preparing the ledger accounts and trial balance

Dealing with Taxation on Sales and other financial matters.

- ✓ Accounts receivables management–Purchases and expenses Booking.
- ✓ Accounts payable management– Period and accounting adjustments booking.
- ✓ Payrolls and
- ✓ banking adjustments, general sales tax, and financial statements.