

MOHAMED ESSAM ABU EMIRA ABD ELHAMEED AI-SABER

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Career Objective

Looking for a challenging career opportunity in the field of financial management in a well-established company to improve my knowledge, skills and utilize my previous work experience, academic background, and interpersonal skills.

Experiences

Jan,2023– till now **ERP Consultant | Product Owner** at [Expert Company](#) | شركة خبير,

Providing Functional, Implementations services in details as the following points:

- 1- Gathering and documenting business requirements from stakeholders.
- 2- Analyzing and documenting current business processes and identifying areas for improvement.
- 3- Translating business requirements into functional specifications for the ERP system.
- 4- Collaborating with development teams to ensure that the ERP system meets the specified requirements.
- 5- Conduct user acceptance testing to ensure that the ERP system meets end-users needs.
- 6- Training end-users on how to use the ERP system effectively.
- 7- Providing ongoing support and troubleshooting for the ERP system.
- 8- Keeping up to date with industry trends and best practices in ERP systems.
- 9- Collaborating with stakeholders to prioritize and manage the product backlog.
- 10- Defining and communicating product vision, goals, and roadmap.
- 11- Working closely with development teams to ensure that the product backlog is properly implemented.
- 12- Conduct regular meetings with stakeholders to gather feedback and prioritize features.
- 13- Monitoring and reporting on the progress of product development.
- 14- Ensuring that the product meets quality standards and is delivered on time and within budget.
- 15- Support projects running operations.

Overall, a Business Analyst ERP with a Product Owner focus is critical in ensuring that the ERP system meets the organization's needs and delivers value to stakeholders. They are responsible for driving the development and implementation of the ERP system, prioritizing requirements, and ensuring effective communication and collaboration between business users and IT teams.

Feb,2021– Jan,2023 **Odoo Functional Consultant** at [Odoo Tec](#),

Providing Functional, Implementations services in details as the following points:

- 1- Presenting Odoo's potential through customized demonstrations and supporting the sales team during pre-sale.
- 2- Presenting Odoo's potential through customized demonstrations and supporting the sales team during pre-sale.
- 3- Analyzing clients' business flows, processes, and gaps to map them properly with Odoo.
- 4- Define which requirements need implementation or development.
- 5- distribute the project plan to the entire team to get their feedback and confirm the project milestone, scops, and project story's writing and sizing regarding Business analysis design and BRD.
- 6- Perform advanced implementation, configuration, and studio Customizations also Data migration.
- 7- Troubleshoot, providing detailed resolutions to supported customers within the pre-determined time frame of the contracted service level agreement.
- 8- Follow customer's issues that are not close to Identify solutions to work around open issues that are under investigation or pending resolution to the tickets assigned by a manager.
- 9- Business Design new features, test customized Odoo modules, find out the strength and weaknesses.
- 10- Do Test case design and Execution tasks to ensure working Right.
- 11- Proper Project Translation and Documentation. to make optimum use of ERP, including forms, workflows, processes, fields, and every other area
- 12- Coach customers/employees on how to use Odoo efficiently through the Odoo functional training sessions session. either at the client-side based on daily attendance or Online
- 13- Support Odoo running operations.

may, 2019 – Feb,2021 **ERP implementation consultant** at [Ultimate Solutions](#) "Yemen soft", Egypt

Duties & responsibilities:

- 1- Define configurations and development activities required to fulfil customer requirements.
- 2- Classify customer requirements which will need configurations, and which will need development.
- 3- Develops and implements project plans for ERP functional support tasks.
- 4- Perform configuration tasks required by the client.
- 5- Provide complete documentation for tasks needing development.
- 6- Follow up with the clients to make sure that the team will deliver what is required.
- 7- Follow up with developers to get development tasks done in time.
- 8- Manage the implementation of team tasks.
- 9- Deliver training on different ERP modules.
- 10- Help support team in supporting clients.
- 11- Help sales team in demos and POC (Proof of Concepts)

- 12- Provides technical and functional support in the areas of ERP (Enterprise Resource Planning) systems administration, problem resolution, support, process mapping, system testing and development, security access, and training.
- 13- Develops and presents training materials for end users.
- 14- Interact with customers to provide and process information in response to inquiries, concerns, and requests about products and services.
- 15- Solve client's problems by visiting them or over the phone.
- 16- Improves system performance by identifying problems.

Feb 2019 – may, 2019 **Accountant Manager** at HMTO for Import, Export Manufacturing and Packaging

Duties & responsibilities:

- 1- Examining accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- 2- Preparing and reviewing Financial Statements (Balance Sheet, Income Statement, Cash Flow Statement) on a Monthly and Annual Basis
- 3- Review and analyze monthly comparison between Budgeted Operating Expenses & Actual Operating Expenses Related to each Department. & Financial Statements
- 4- Manage and oversee the entire accounting team.
- 5- Monitor and mentor/train junior staff, clerks, and bookkeepers.
- 6- manage dealing with taxes authority and insurance.
- 7- Budget follow up (actual vs. planned).
- 8- Cooperate with “internal Auditing” and “External Auditors” and implement their recommendations and corrective actions.
- 9- Carrying out all taxation Activity (VAT, Withholding, Stamp, and Income Tax).
- 10- Reviewing the cash-disbursing permits, the issuing of checks and the statements of the certificates received from the departments and ensuring that they are met and conforming to the company's financial approval system.
- 11- Control receivable, Payable and reconcile expenses to the general ledger.
- 12- Calculate and post receipts to appropriate general ledger accounts.
- 13- Review payment requests.
- 14- perform account and bank reconciliations.
- 15- Review AR aging.
- 16- Monitoring the company's financial systems to ensure providing accurate, relevant, and timely information necessary to establish/monitor progress related to key management objectives.
- 17- Developing accounting system, participating in the preparation of the internal accounting cycles
- 18- Respond to
- 19- accounting inquiries from management in a timely fashion

Aug 2015 - Feb, 2019 **Chief Accountant** at Nile for Plastic Industries

Duties & responsibilities:

- 1- Examining accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- 2- Analyzing business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses to provide advice.

- 3- Plans and directs accounting activities within the finance department.
- 4- Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and payroll.
- 5- Preparing the payroll and recording it.
- 6- supervises and participates in the preparation of various financial statements and reports.
- 7- Preparing all the required shipping documents for the Customs Clearance procedures and following up the Customs Clearance procedures.
- 8- Calculating the final cost for imported shipments.
- 9- Aiding the external auditors
- 10- Preparing the necessary documents for annual tax inspection
- 11- Preparing the final entries.
- 12- Preparing the financial statements (Balance Sheet - Income Statement -Cash Flows Statement - Statement of changes in Owners' Equity
- 13- Reporting on breakeven points by products, work centers, and factories
- 14- Preparing monthly Actual & budget variance analysis reports
- 15- Repairing the cash flow estimation based on sales estimate, prospective collections and company obligations.
- 16- Monitoring the cash inflow and outflow based on yearly budget.
- 17- Recommend and develop financial software computer system.

Nov 2013 – Aug 2015 **General Accountant** at Nile for Plastic Industries .

Duties & responsibilities:

- 1- Preparing the daily entries (customers & Suppliers& Banks& cash& adjustments& salaries)
- 2- Posting in the registration books according to the American Accounting Methods
- 3- Editing and adjustment Banks statements.
- 4- Providing management with monthly, quarterly & annual financial data
- 5- Recommend and develop financial software computer system.

June 2013 –Nov 2013
Feb.2013 – June 2013

Junior Auditor at Sherif El-far Accounting Office

Customer Service Representative – Te Data Sales & info. Xceed

Education

July 2012

bachelor's degree in accounting, Faculty of commerce, Cairo University

- Grade: Good (77%)
- Last Grade: Very Good

Scholarships:

- DTMS (Development of Thinking and Managerial skills), Entrepreneurship Approach, [Pathways](#)
- Mind Building and Career Counseling. [Pathways](#)
- [BULATS](#) (Business Language Testing Service), [Pathways](#)
- Small Projects Administration and Entrepreneurship. CEFRS
- Human skills development. CEFRS4
- Financial Accounting Diploma. RTC Resala, **Branch Dokki**

April 29, 2010,
March 2010-May 2010
April 2013 - June 2013

Oct 2018- Till Now

Certifications

May, 2024,
April, 2023,
May, 2023,
Nov, 2023,

Courses:

- English Course, Mubarak Public Library with American University in Cairo
 - **ICDL**, AZZ training center
 - **English Course**, Not Courses Academy
 - **Prepare CMA part One, Planning, Budgeting and Forecasting "self-study"**
 - **Prepare IFRS**
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- Odoo 17 Functional Certification from Odoo
 - Project Management from Google
 - Odoo 16 Functional Certification from Odoo
 - McKinsey Forward Program from McKinsey & Company

Extracurricular Activities

May 2011
April .2011
Nov.2011

Delegate in **UPDATE** 2011, in the Investing& Financing Decision making Council.
Delegate in **SMS** 2011, in the Stock Market Council
Participated in **Global Entrepreneurship Week**

Special Skills

Technical Skills:

- Preparing & Analysis of financial statements
- Budgetary Planning (forecasting Financial Statements)

Computer Skills:

- Basics at Hardware and Software
- International Computer Driving License
- MS office
- ERP System

Language Skills:

- **Arabic:** Mother tongue
- **English:** Fluent

Interests

- **Reading** about Accounting, Auditing, Economic, soft skills, and thinking skills
- **Sports:** Hiking

Characteristics

- Good listener.
- Ability to learn from others.
- Hard worker.
- Always trying to make a difference in what I do.
- Helpful, friendly and accepts criticism.

Personal Data

Date of birth: 21st March, 1991
Military Status: Exempted
Health: Sportive-Not Smoker
ID: 29103212102256

References Furnished Upon Request