



Nader Nessim

Organized financial professional trained in accounting and ready to help with diverse needs. Thorough in researching and helping to solve issues and accurate with calculations, transactions and billing. Also, highly trained warehouse supervisor so I revise the warehouse contents credits according to the records.

CONTACT

16 Zamzam St. – El Zrayeb St., Eastern Ezbet El Nakhl, El Marg, Cairo, Egypt

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Date of Birth: 25/06/1977

Military Status: Exempted

SKILLS

- Microsoft Office programs.
- Able to work in Team.
- Leadership skills.
- Public relation skills.
- Able to work under pressure.
- I'm highly organized and efficient.
- I'm a self-learner by doing many studies in marketing and management.
- Payment processing
- Invoicing
- Marketing
- Communication skills
- Problem-solving

LANGUAGES

Arabic: First Language

English: B1
Intermediate

EXPERIENCE

Cash Custodian

Modern Interiors Co. - Giza, Egypt

- 09/2021 - 06/2022 • I was responsible for the cash custody to make necessary purchases for the site needs like hard equipment and tools.
- Prepared weekly, monthly and annual financial reports for analysis by senior accountants.
- Managed accounts payable and receivable according to terms of agreements.
- Documented financial transactions in Microsoft Excel and classified by billing code, contract or project.
- I supervised storekeeper duties and made inventory count to know warehouse contents and what is missing.
- I was responsible for the payroll process for the daily operators and employees.

Cash Custodian

El Gome - Cairo, Egypt

- 06/2021 - 09/2021 • I was responsible for the cash custody to make necessary purchases for the site needs like hard equipment and tools.
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Treasury Accountant

International Trade Center (ITC) - Giza, Egypt

- 02/2021 - 05/2021 • Responsible for the financial transactions and banking transactions.

Finance Officer

GomaTop Co. for Chemical Manufacturing - Cairo, Egypt

- 01/2019 - 11/2020
- Supervised the documented files of warehouse and upload it on special software.
 - Responsible for cash custody of the general expenses of the factory.
 - Responsible for the social insurance documentation of employees.

Cash Custodian

Marina City - Cairo, Egypt

- 01/2007 - 11/2018
- I was responsible for the cash custody to make necessary purchases for the site needs like hard equipment and tools.
 - Prepared weekly, monthly and annual financial reports for analysis by senior accountants.
 - Managed accounts payable and receivable according to terms of agreements.
 - Documented financial transactions in Microsoft Excel and classified by billing code, contract or project.
 - I supervised storekeeper duties and made inventory count to know warehouse contents and what is missing.
 - I was responsible for the payroll process for the daily operators and employees.

Finance Officer

Tecnoplast Co. - 6th of October, Egypt

- 03/2001 - 11/2006
- Supervised the documented files of warehouse and upload it on special software.
 - Responsible for cash custody of the general expenses of the factory.
 - Responsible for the social insurance documentation of employees.

Marketing Officer

Centra for optical glasses - Cairo, Egypt

- 08/1995 - 02/2001
- Marketing for company products like medical optical glasses in all Egyptian countries and optics tools.

EDUCATION

1995

Certificate of Higher Education Banking accounting

Shoubra Secondary school for commerce - Cairo

- Very Good Graduate