

## C.V

Name : Hanaa Abdel Salam Salem  
E-Mail : [Hanaaas@hotmail.com](mailto:Hanaaas@hotmail.com)  
Address : 10, 263 Street – New Maadi - Cairo – Egypt  
Nationality : Egyptian  
Native language : Arabic  
English language : Excellent

---



### Qualifications:

- ❖ **CM - Certified Manager – through the “Institute of Certified Professional Managers (ICPM) in cooperation with James Madison University, USA”.**
- ❖ **CMA - Certified Management Accountant through the “institute of Management Accountants (IMA), USA”.**
- ❖ **Accredited for IBDL (International Business Driving License), “ through management development institute in cooperation with Missouri University, USA”**
- ❖ **Diploma in English for Business, British council.**
- ❖ **Bachelor degree in commercial studies, May 1991- Faculty of commerce, Cairo University. General grade: Good.**
- ❖ **Very good knowledge of the Microsoft office, (Excel, WinWord, Power Point....etc.).**

### Current Work

- **Freelance trainer with the American Chamber of Commerce and other training companies.**

### Courses delivered

#### Finance;

- **CMA Certified Management Accountant, which include major topics such as;**
  - **Understanding Financial Statements and Preparation.**
  - **Financial Statements Analysis.**
  - **Strategic Planning.**
  - **Budgeting Process and Preparation.**
  - **Cost Management.**

- **Costs and Variance Measures.**
- **Responsibility Centers and Reporting Segments.**
- **CVP Analysis.**
- **Decision Making.**
- **Marginal Analysis and Pricing.**
- **Investment Decisions.**
- **Fundamental Finance For MBA**
- **Finance For Non- Financials.**

**Management;**

- **General Management; Certified International Professional Manager, which includes;**
  - **Organizational Behavior.**
  - **Communication, Conflicts, and Negotiation.**
  - **Organizational Culture and Change.**
  - **Team Building and Motivation.**
  - **Strategic Planning and Strategic Management.**
  - **Leadership and Management.**
  - **Managers versus Leaders.**
  - **Decision Making.**
  - **Coaching and Delegation.**

**Experience:**

**Starting Jan., 2009 till Mar.,2011**

Title : General Manager

Employer : hpa Highly Professional Advisors

**hpa** is a shareholding company working in the field of training, consulting, and recruitment.

**Accomplishments:**

- Manage the departments of the company including finance, marketing, sales, and training.
- Prepare the company annual business plan and the company`s budget and compares it quarterly with the actual achievements to analyze deviations and study causes.
- Receive and analyze different kinds of departments` reports which represent the output of each department to compare with departments and company`s plan.
- Share in the technical work of the training department regarding choosing the training topics to be presented and choosing the suitable trainers.

**Starting May, 2007 till Dec., 2008**

Title : Trainer & Consultant

As a trainer: Worked as a trainer for the following topics:

- CMA Certified Management Accountant
- Qualified Accountant Diploma (QAD)

Companies Worked with:

- Prime Time.
- Highly Professional Advisors (hpa).

As a consultant:

Worked with Highly Professional Advisors as a consultant in the finance and management fields regarding;

- Revising & adjusting pricing methodology according to cost and profitability analysis.
- Revising training topics and contents and suggesting training programs

**Starting Mar., 2004 till Mar., 2005**

Title : Financial Manager

Employer : IntelliTech

**IntelliTech** is a shareholding company working in the field of home automation.

**Accomplishments:**

- Prepares company budget and compares it quarterly with the actual achievement
- Prepare and supervise the preparation of balance sheet and final accounts.
- Prepare financial reports and analysis, and calculate the profitability of each project through costing system.
- Prepare and follow up monthly cash flows for the company.
- Tracking the store and cash transactions through weekly reports.

**From Nov., 1999 till Feb., 2004**

Studying CMA Certificate and taking care of my child.

**Starting Nov., 97 till Oct., 99**

Title : Deputy financial manager From May, 98 till Oct., 99

Accounting manager – Cairo branch From Nov., 97 till May, 98

Employer : Computer and Engineering World – **CEW**

**CEW** is involved in the development and manufacturing of products for PC-based multimedia, video, and audio, hardware and software, through wide spread network of branches in the Arab world, In addition to its factory in the Suez free zone.

**Accomplishments:**

The company works through a centralized foreign purchasing system which means that all accounts related to purchases are in the accounting section of the headquarters

As a deputy financial manger:

- Prepare financial reports and analysis for the CEO and the board of directories.
- Prepare the consolidated final accounts and balance sheet after receiving all needed data from all branches.
- Supervise all accounting departments in all branches.
- Manage the accounting section for the headquarters.
- Prepare and follow up weekly cash flows for the whole company.

- Design format of reports desired from all branches and consolidated them to express the situation for the whole company.

As an accounting manager – for Cairo branch:

- Manage the accounting section for Cairo branch.
- Follow up day to day transactions concerning sales, stock, cash, and customers accounts....etc.
- Prepare reports desired from the headquarters which divided into daily, weekly and monthly reports.
- Follow up all transactions between Cairo branch and other branches inside or outside Egypt regarding cash or merchandise in order to prepare the right settlements.
- Prepare the final accounts and balance sheet for the branch.

Starting May, 1995 till Nov., 1997

Title : Banks and cash Section head / Auditor

Employer : The Arab Company for Engineering Works – **CAIROMATIC**

**CAIROMATIC** is an engineering and contracting company working in the field of Civil, Mechanical, Electrical and Automatic control works.

Accomplishments:

- Responsible for the banks and cash section as well as general auditing.
- Prepare an overall report demonstrate the exact current situation and gross profit for each project to present it to the CEO, and so communicating with all other accountants.
- Sharing in preparing final accounts.
- Receiving statements of accounts and all bank notes to do the entry for each, after reviewing rates of interests and commissions.
- Responsibility for issuing receipts to all checks after reviewing the purchases orders.
- Recording in the banks ledger and preparing the monthly trial balances for banks and letters of guarantee insurance.
- Supervise the cash transactions and letter of credit book
- General auditor for all kind of receipts and settlements.

Starting Sep., 1994 till May, 1995

Title : Importing administrator

Employer : Arab Consulting Engineers – **ACE**

**ACE** is engineering and contracting company working as an international representative for international companies in the field of industrial automation.

Accomplishments:

- Issue purchasing orders to suppliers after receiving orders from customers.
- Follow up the states of each order with the suppliers and forwarders to give shipping instruction to collect each complete order together.

- Prepare the necessary papers according to each case whether it is a letter of credit or direct sales or local sales.
- Calculate the gross profit for each order.
- Follow up for suppliers and forwarders accounts.

**Starting Dec., 1991 till Sep., 1994**

Title : Accountant.....Senior Accountant

Employer : Data Repro Services

**Data Repro Services** is a company working in the field of printing and copying maps for petroleum companies and in the field of color separation for magazines and journals. Company has two branches.

**Accomplishments:**

- Started as a joiner accountant and promoted to manage the accounting section of one of their branches. Recording in all ledger accounts, in addition to the journal entry.
- Revision of purchases invoices and sales invoices with comparison.
- Responsible for the company`s warehouse, including continuous stocktaking and monthly stocktaking for the warehouse and all production sections, In addition to calculating and analyzing sales for each section to evaluate gross profit and productivity for each.
- Prepare monthly trial balances for all accounts and recording in the general books.
- Prepare final accounts; the balance sheet and the detailed attachment.