



SAMAH SAAD SABET KHALIL

GENERAL MANAGER



EDUCATION

1993 - 1997	Faculty of Commerce and Business Administration ,Helwan Uni., English Section
Accounting, Auditing and Business Administration.	
1979 - 1993	"Sacre'-Coeur Heliopolice"
High School Degree (Science & Math.)	1992/1993



LANGUAGES

ENGLISH		FRENCH	
READ	EASILY	READ	EASILY
WRITE	EASILY	WRITE	EASILY
SPEAK	FLUENT	SPEAK	FLUENT
UNDERSTAND	FLUENT	UNDERSTAND	FLUENT



EXPERIENCE

Feb 2011 -May 2021	GENERAL MANAGER
THE ROCKS EGYPT	Number and kind of employees supervised by me: 50
<ul style="list-style-type: none">Responsible for Managing workers staff in different issues arranging the flow of work between Six departments a-financial b-human resource c- plant factory d- Sales e- store f-PurchasingOrganising Team Work spirit Between peopleLink all departments together from the financially , administrative & commercial point of view • Putting a System for paper work between all departementsResponsible for auditing all entries referring to the external auditorAuditing General Ledger , Profit and Loss , Balance Sheet ,&Trading Reports for internal and Governmental issues .Dealing with clients , suppliers and governmental delegates for the multi- partitions of taxesWorking for a profitable organization preparing reports about sales and expenses for each depatment separated and generally for the company .Following the money flow in bank and assets	

CONTACT

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PLACE OF BIRTH
CAIRO

MARITAL STATUS
MARRIED

NATIONALITY
EGYPTIAN

SEX
FEMALE

DATE OF BIRTH
JULY. 30TH, 1975

DEPENDANTS

SON
GEORGE BASSEM
03/09/2000

SON
CHRISTOPHER BASSEM
10/04/2014

- Dealing with Shairman for preparing reports , for summarizing weekly/daily/ monthly flow of work
- Responsible for solving all problems of the company for the different depart-ments (outside & inside)
- Following up the company lawyer to take decision in multi-issues
- Following up clients concerning sales issues and services after sales
- Dealing with landlord of external shops for admitting the high quality services
- Following up the production work , assets maintenance and external storages area.

Mar 2003 - Jan 2011
FABULOUS

FINANCIAL & ADMINISTRATIVE MANAGER
Number and kind of employees supervised by me:
450

- Responsible for Managing workers staff in different issues arranging the flow of work between Seven departments a-financial b-human resource c- It d- securi-ty-cars e- store f-sales g-20 shops .
- Organising Team Work spirit Between people
- Link all departments together from the financially and administrative point of view
- Putting a System for paper work between the managerial office and the 18 shops
- Responsible for auditing all entries referring to the external auditor
- Preparing General Ledger , Profit and Loss , Balance Sheet ,&Trading Reports for internal and Governmental issues .
- Dealing with clients , suppliers and governmental delegates for the multi-partitions of taxes • Working for a profitable organization preparing reports about sales and expenses for each shop separated and for the company as all .
- Following the money flow in bank and assets
- Dealing with Shairman for preparing reports , for summarizing weekly flow of work
- Responsible for solving all problems of the company for the different depart-ments (outside & inside)
- Following up the company lawyer to take decision in multi-issues
- Following up construction of stores and shops for decoration , financial and governmental documents
- Dealing with landlord of malls and shops in many locations
- Costing for shipments dealing with all documents realated for form 4.

Oct 1997 - Mar 2003
MEGA FOODS
Egyptian British
Food Company

SENIOR ACCOUNTANT

- * Full responsibility of journal entries allocation, computer data entry “Delta Accountancy Solution”, Banks reconciliation, P&L statement preparation, B.E.P., cost control, Stock Control, Subsidiary ledger preparation, Restaurants Petty Cash Reimbursement.
- *Full responsibility of Personnel Work for about 100 of Crew and employees.
- *Handling Secretarial Work.
- *Dealing with the governmental authorities (Man power, Social Insurance Auth., Tax and Sales Tax Auth.)
- *Dealing with international and local suppliers.
- *Excellent and wide knowledge about topics related to the restaurants and fast food career.

July 1996 - Aug 1996
Barclays'Bank

TRAINEE

- Trainee in the following Departments:
- * Financial Department
 - * Bills Department
 - * Personal Department * Cash Department * L.C & LG.



REFERENCES

The Rocks Owner

- *Eng. Tarek Gatwary
-012 2 6300001
- * Eng. Aly H. Sallam
- 012 2 3124122

Fabulous Owner

- * Joseph Bob. Wassef
-012 2 2101937
- *Mrs. Lizbeth G.Jerjerian
-012 2 211552

Mega Foods' Owner

- *Dr. Beshir Elias Said
- 012 2 2110016