



Hani Youssef

Senior A/R Supervisor

CONTACT ME

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SKILLS

Microsoft Excel office



Microsoft Outlook



Oracle application



English Language



Maritime



Awards

**Ideal employee
HPH - 2009**

PROFILE

I am a finance and accounting professional with over 15 years experience. I have worked in the maritime and manufacturing industries. My areas of expertise include Accounts Receivables, Accounts payable, General ledger, and MIS.

I am always looking to build and expand on my finance background and find great interest in the areas of finance, MIS, and budget forecasting.

EXPERIENCE

**Senior accounts receivable Supervisor
Hutchison Ports (Alexandria) 2010- till now**



Manages the A/R function processes, polices, and procedures with a focus on maximizing cash flow, ensuring all money owed to the company is billed and received correctly, and the continuous reduction of delinquent receivables.

Key responsibilities include:

- Monitoring the processes of invoices.
- Following-up parties having outstanding due payments on a regular basis and sends out payment reminders as and when required to monitor and reduce the account receivable turnover days.
- Verifying that all receivable transactions comply with the approved financial procedures and instructions.
- Ensuring that all receivable amounts are accounted for and the required documents are sent to the client/customers on timely basis.
- Verifying receivable amounts as recorded in the system and actual payments received.
- Preparing reconciliations and issues customer statements of accounts for confirmation, to ensure that actual payments reflect the amounts to be received.
- Preparing and analyzing aging reports and support management by providing timely and accurate payment and accounts status.
- Preparing receivable accruals and submits them for the Financial Controller's review before booking the accruals in the system.
- Supervising the billing seniors and the billing clerks in the tasks delegated to them.
- Preparing standard receivables' reports as requested by the top management.
- Preparing monthly, quarterly, annual, forecasting and month closing revenue reports.
- Preparing for Internal and External Audit requirements.

Achievements

Improved process.
Helped customers.
Hit targets.
Saved time.
Saved costs.
Generated revenue.

INTERESTS

-  Raising money for charity
-  Running
-  Writing
-  Reading
-  Body building

EXPERIENCE

Senior accounts Payable Hutchison Ports (Alexandria) 2006- till 2010



overseeing the whole accounts payable department, processing payments and invoices, managing various budget reports for businesses, and handling expense accounts.

Key responsibilities include:

- Assembling, reviewing and verifying the invoices and check requests.
- Setting invoices up for payment
- Entering and uploading the invoices into system
- Preparing and processing electronic transfers and payments
- Preparing and perform check runs
- Posting the transactions to journals, ledgers and other records
- Reconciling accounts payable transactions
- Preparing analysis of accounts
- The monthly closing of financial records and posting of month end information; ensuring accuracy of financial statements.
- The liaison between the company, government and external accountants to meet information needs and to ensure that proper information is maintained for historical purposes.

Cost accountant Unilever (Alexandria) 2005- till 2006



Key responsibilities include:

- Analyzing cost expenditures and purchases within the organization.
- Reviewing services and goods.
- Recording data and making recommendations about cost efficient and financially feasible cost options.
- Entering and the invoices into system.

Accountant Osman Shoukry office for accounting 2004- till 2005

Responsible for verifying, allocating, posting and reconciling accounts payable and receivable.

Key responsibilities include:

- Preparing journal entries.
- Completing general ledger operations.
- Drawing up monthly financial reports.
- preparing analysis of accounts as requested.
- Assisting with year end closings.
- Prepare tax computations and returns.
- Assist in preparing budgets and forecasts.

EDUCATION & COURSES

BACHELOR OF COMMERCE, Accounting department
2000 - 20004

- Preparing for CMA.
- Email Awareness 2017
- Competition Law 2019
- Anti-Bribery & Anti-corruption 2019
- Security Awareness 2020