

RESUME



Mohamed ELAZAB

Director of Finance and Administration



UNITED ARAB EMIRATES – DUBAI – CITY CENTER



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Egyptian



Married



14th June 1978

Executive Profile

Progressive seventeen years of professional experience in hotel accounting with an In-depth knowledge of the workings of general accepted accounting principles (GAAP) in addition to SOX compliance. I have an In-depth knowledge of hotel operations, accounting and payroll systems with an extensive knowledge of computer technology and hotel applications P&L Management

Duties: -

- Conducted preparation of annual finance reports annual audits and individual project audits
- Ensured all company financial transactions adhered to company and appropriate state policies
- Analyze and recommend operational and strategic direction based on modeling and forecasting.
- Analyzed and made improvement suggestions regarding financial accounting and control systems
- Lead teams to identify weaknesses and potential areas of improvements through efficiency studies
- Responsible for consolidating reporting from all operating divisions for weekly P&L flash estimates, month-end.
- Report directly to President/Owner. Responsible for all financial and HR matters including banking relations, cash management, insurance, facilities, accounting, client services, order
- Determine accounting and financial management framework to monitor and enhance reporting performance
- Deadline-oriented
- Strong analytical skills
- Budget Development & Analysis
- Staff Training and development
- Hotel operations and management
- Departmental Operation Management
- Provided assistance with cash flow reporting
- Excellent organizational and time management abilities
- financials, quarterly reforecasts, and identified budget to actual variances
- Contributed to departmental expense allocation forecast on monthly basis
- Collaborated with all relevant departments in annual operating budget development
- Oversaw preparation and distribution of all project financial reports on a regular basis
- Planned accounting and finance goals in alignment with company mission and objectives.

Areas of Expertise: -

- Hotel Operations
- Succession planning
- Employee relations
- Policy development
- Organizational change
- Performance management
- Talent and Culture

Academic Qualifications: -

- Bachelor Degree
- Accounting and Business Administration
- Tanta University
- From SEPT 1996
- TO JUL 1999

Languages: -

- English: Fluent Reading and Speaking
- Arabic: Mother Tongue

Technical Skills: -

- Management
- Business Analyst
- Hotel Operations

KEY SKILLS AND COMPETENCIES: -

Professional Skills: -

- Communication
- Teamwork Adaptability
- Problem-Solving
- Creativity
- Time Management
- Leadership

Personal Skills: -

- Holding self and others fully accountable for standards of performance.
 - Never bring my problems to work.
 - Acting with a sense of urgency to important matters.
 - Comfortable working in a fast-paced, challenging environment.
 - Task-oriented, analytical, and able to produce accurate work results.
 - Ability to work on own initiative.
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Personal Development & Training Courses: -

DIPLOMA IN MBA

INTERNATIONAL BUSINESS MANAGEMENT INSTITUTE BERLIN – GERMANY
FROM 01/01/2020
TO 14/08/2020

DIPLOMA IN FINANCIAL MANAGEMENT

INTERNATIONAL BUSINESS MANAGEMENT INSTITUTE BERLIN – GERMANY
FROM 01/01/2020
TO 08/08/2020

HUMAN RECOURCES MANAGEMENT

INTERNATIONAL BUSINESS MANAGEMENT INSTITUTE BERLIN – GERMANY
FROM 01/01/2020
TO 14/08/2020

IFRS UPDATE AND TAX PROGRAM

EARNST AND YOUNG QATAR
FROM 23/10/2016
TO 23/10/2016

OPERA AND SUN SYSTEM TRAINING PROGRAM

TECHNOQ QATAR
FROM 01/11/2013
TO 15/11.2013

ACCORHOTELS TRAINING PROGRAM

ACCOR TAMHEED ACADEMY
FROM 01/12/2013
TO 28/02/2018

Experience: -

GROUP DIRECTOR OF FINANCE / FINANCIAL ADVISOR - UAE

WISEHOUSE CONSULTANCY DUBAI

UNITED ARAB EMIRATES

FROM JAN 2024 - PRESENT

- Monitor and assist with capital budget and rolling forecasts, in conjunction with the General Manager to the ownership
- Develop, document and maintain financial reports and budget expenses
- Prepare and monitor all internal/external audit documentation and ensure property is in full compliance
- Prepared accurate financial statements at the end of each calendar month.

GROUP DIRECTOR OF FINANCE AND BUSINESS SUPPORT

AL MANZIL RESIDENCE AND SUITES HOTEL APARTMENT DOHA

AL JABOR HOLDING

FIRST HOLDING

TRANSIND WHOLETAILER

PRIME HOSPITALITY

PRIME MARINE

AL BAYAN INSURANCE BROKER

FROM DEC 2020 UP TO DEC 2023

- I did the pre-opening for the hotel before FIFA.
- Rolling forecasts, in conjunction with the General Manager of the owning company
- Generate and implement the hotel/management company's best practices to enhance revenues, and guest service and improve cost and productivity.
- Prepared accurate financial statements at the end of each calendar month.

GROUP DIRECTOR OF FINANCE AND ADMINISTRATION - QATAR

MATHEMA PREMIUM APARTHOTEL DOHA

FATIMA HOLDING

MATHEMATAINEMENT UK

WAY GROUP

WAY CONSULTING

WAY GENERAL TRADING

WAY INFOTECH

WAY LIFE

STATE OF QATAR – DOHA

FROM 01ST APR 2018 UNTIL DEC 2020

- Prepare and present the annual budget.
- Monitor and assist with capital budget and rolling forecasts, in conjunction with the General Manager to the ownership
- Prepare and monitor all internal/external audit documentation and ensure property is in full compliance.
- Provide complete and accurate financial and hotel management reports.

DIRECTOR OF FINANCE AND ADMINISTRATION

ADAGIO PREMIUM APARTHOTEL BY ACCORHOTELS - QATAR

STATE OF QATAR – DOHA

FROM 01ST OCT 2014 TO 31ST MAR 2018

- I did the pre-opening for the hotel, It was the first brand of Adagio related to AccorHotels
- I set the policies as per Accor standards.
- I ensured to submit the monthly e. Reporting on time as per the decline calendar received from AccorHotels.
- Responsible for supervising and directing the financial activities of the hotel and preparing all financial reports by GAAP.
- Perform the tasks of monitoring sales, purchases, payroll, CAPEX, and expenses of the hotel.

DIRECTOR OF FINANCE AND ADMINISTRATION

DUNES APARTHOTEL - QATAR

STATE OF QATAR – DOHA

FROM 07TH JULY 2012 TO 30TH SEPT 2014

- I did the pre-opening for the hotel; the hotel was managed by Phoenixx Hotel Management (Plaza Group of Hotels) called PGH Abu Dhabi United Arab Emirates.
- I set the policies as per Phoenixx Hotel Management standards.
- Preparing the monthly analysis and preparation of the forecast with the operational executive team for monthly reporting
- Lead operational contact for all internal and external audits.

DIRECTOR OF FINANCE

FALCON NAAMA STAR HOTEL - EGYPT

EGYPT – SHARM EL SHEIKH

FROM JAN 2010 – JULY 2012

- I did the pre-opening for the hotel; the hotel was managed by Falcon Hotels Investment in Cairo.
- Developed annual budget in collaboration with the Executive Team.
- Led monthly meetings with directors to analyze spending and provide financial recommendations.
- Prepared accurate financial statements at the end of each calendar month.

DIRECTOR OF FINANCE

FALCON HILLS HOTEL- EGYPT

EGYPT – SHARM EL SHEIKH

FROM AUG 2009 – JAN 2010

- Reconciled all asset and liability accounts.
- Systems and controls manager for the hotel.
- Performed daily reconciliation and monthly tax reporting to local and state agencies.
- Assisted the Group of Finance (CFO) in the preparation of the yearly capital and operation budget for the group.

FINANCIAL CONTROLLER

FALCON INN VIVA HOTEL

EGYPT – SHARM EL SHEIKH

FROM SEPT 2007 – AUG 2009

- I did the pre-opening for the hotel; the hotel was managed by Falcon Inn Management in Cairo.
- Developed annual budget in collaboration with the Executive Team.
- Prepared accurate financial statements at the end of each calendar month.
- Entered financial data into the company accounting database to be reconciled.

HEAD OF INTERNAL AUDITOR FOR HOTEL GROUP

FALCON TOURISTIC INVESTMENT MAIN HEAD OFFICE

EGYPT – CAIRO

FROM JAN 2004 – SEPT 2007

- Assisted the Group of Finance (CFO) in the preparation of the yearly capital and operation budget for the group.
- Preparing the daily bank position for the group
- Monitoring the aging receivables for all the group
- Preparing all financial reports directly to the chairman and the CEO.

FINANCIAL CONTROLLER

KAHRAMANA RESORT

EGYPT – SHARM EL SHEIKH

FROM SEPT 2003 – JAN 2004

- Compiled financial reports about cash receipts, expenditures, and profit & loss.
- Reconciled all asset and liability accounts.
- Developed annual budget in collaboration with the Executive Team.
- Participating in preparing the yearly financial statements for all hotel group

ASSISTANT FINANCIAL CONTROLLER

SOLYMAR SEA STAR RESORT

EGYPT – TABA

FROM JAN 2001 – AUG 2003

- Systems and controls manager for the hotel.
- Prepared accurate financial statements at the end of each calendar month.
- Compiled financial reports about cash receipts, expenditures, and profit & loss.
- Prepared accurate financial statements at the end of each calendar month.

ACCOUNTS EXECUTIVE SUPERVISOR

HILTON NUWEIBA CORAL RESORT

EGYPT – NUWEIBA

FROM SEPT 2000 – JAN 2001

- Entered payments to the grantee that vendors were paid accurately and on time.
- Managed and responded to all correspondence and inquiries from customers and vendors.
- Reconciled company bank, credit cards, and line of credit accounts.

GENERAL ACCOUNTANT

REGINA NUWEIBA MANAGED BY TURIN HOTELS

EGYPT – NUWEIBA

FROM SEPT 1999 – SEPT 2000

- Reviewed account information and charges with guests during checkout.
 - Verified that payment information on guest accounts was accurate and complete.
 - Resolve service-related problems promptly.
 - Escorted guests to their assigned rooms, including transporting their luggage.
 - Reviewing all guest ledger reports room by room to verify that all balances are accurate.
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