



## Adel F. RIZKALLAH

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### Resume Profile

Name: Adel F. Rizkallah  
Birthdate: November 09, 1953  
Email Address: rizkadel@yahoo.com

Country: EGYPT

### Education:

1. Cairo University, Faculty of Commerce / Accounting Section  
Guizeh, Egypt  
Bachelor's Degree  
Grade: Good  
05/1976
2. College des Freres De La Salle / Thanaweia Amaa (A-Level)  
Cairo, Egypt  
High School or equivalent  
05/1972  
French Secondary School

Language:	<u>Read</u>	<u>Write</u>	<u>Speak</u>
<u>Arabic</u> :	Mother Tongue		
<u>French</u> :	Excellent	Excellent	Excellent
<u>English</u> :	V. Good	V. Good	V. Good

### Certifications Summary:

- ♣ Egyptian Society of Accountant & Auditors (E.S.A.A)
- ♣ Egyptian Society of Taxation (E.S.T.)

Work History:

1. Company Name: Center For Intercultural Dialogue & Translation (CIDT)

Location: Cairo

Position: Office Manager

From: 05/2013 to: Present

Ensure the realization of plans as agreed by staff and management.  
Working within the guidelines set by the partners.  
Maintain relations with CIDT board and LLTD stakeholders.  
Ensure the completion of periodic financial and narrative reports.  
Ensure the creation and revision of annual financial budgets.  
Ensure that the office follows budgets approved by stakeholders.  
Regularly review the financial status with Chairman.  
Hire and fire staff and set salaries in agreement with partners.  
Ensure staff morale, work discipline and that production quotas are met.  
Ensure that timesheets, working hours and activities of staff are observed as stated in their contracts or agreements.  
Ensure that production quotas are met before bonuses are made.  
Ensure that office facilities, equipment, inventory and all company files are maintained and easily accessible.

2. Organization Name: Center For Arab West Understanding (CAWU) - NGO

Location: Cairo

Position: Treasurer Officer

From: 04/2014 to: Present

Ensure the realization of the NGO's plans as agreed.  
Working within the guidelines set by the board and in line with the regulations of the Ministry of Social Solidarity.  
Attend periodic NGO's board meetings.  
Ensure the completion of periodic financial and narrative reports.  
Ensure the creation and revision of annual financial budgets.  
Ensure the following of board-approved budgets.  
Regularly review the financial status with Chairman.  
Ensure morale, work discipline and meeting of production quotas.  
Ensure that office facilities, equipment, inventory and all NGO's files are maintained and accessible.

Previous experience:

1. Company Name: Egyptian United for Real Estate & Tourism Investment  
Location: Cairo  
Position: Chief Finance Officer  
From: 08/2010 to: 04/2013

Responsible for the overall effectiveness of the financial and administrative functions of the hotel belong to the Company. As operations ramp up in a new location, design, review and implement policies and procedures for managing banking, purchasing, accounting, human resources and facilities management to ensure that the hotel and the heads office's organization are managed efficiently.

2. Company Name: Egyptian Engineering Industrial Office for Hotel Equipment (EEIO-HE)  
Location: Cairo  
Position: Finance Manager  
From: 06/2009 to: 06/2010

Responsible for the overall effectiveness of the financial and Taxes functions of the office. As implement policies and procedures for managing budgeting, banking, purchasing, accounting, and facilities management to ensure that the organization is managed efficiently.

3. Company Name: Egyptian European for Modern Industries  
Location: Cairo  
Position: Chief Finance Officer  
From: 10/2007 to: 06/2008

Responsible for the overall effectiveness of the financial and administrative functions of the office. As design and implement policies and procedures for managing budgeting, banking, purchasing, accounting, human resources and facilities management to ensure that the organization is managed efficiently.

4. Company Name: Alstom Power Egypt  
Location: Cairo  
Position: Country Finance Director  
From: 02/2004 to: 10/2005

Budgeting:

- With input from staff, prepare budgets and monitor actual performance against budget forecast;
- Oversee preparation of budget and variance reports on a monthly, quarterly and annual basis
- Ensure compliance with Board policies and procedures;
- Keep General Manager informed about any major budgeting issues and impact of operational changes on budget;

#### Accounting:

- Recommend and oversee installation of accounting software system;
- Oversee timely and accurate recording of all financial transactions and timely settlement of obligations and collections;
- Oversee production of accurate financial reports on monthly, quarterly and annual basis including balance sheet, cash flow statements/forecasts, income statements and retained earning statement in accordance with accounting principals;
- Recommend external auditor to General Manager and Board: Oversee annual financial audit performed by outside accounting firm;
- Respond to accounting inquiries in a timely fashion;

#### Purchasing:

- Establish policies and procedures as well as a purchase authority matrix for the purchasing function ensuring an appropriate system of checks and balances are in place for approval by the General Manager;
- Ensure that purchasing policies are followed and that a competitive process is in place for major expenditures to ensure that costs are appropriate;
- Maintain vendor relationships necessary to procurement;
- Responsible for procuring all office supplies, equipment, furniture, and services (including IT outsourcing) for efficient running of the office;

#### Banking:

- Select a commercial bank for corporate accounts;
- Manage banking relationship;
- Oversee tracking of cash deposits and transfers as well any currency exchange issues; oversee reconciliation of bank statements;

#### Human Resources:

- Maintain relationship with search firm and other services for identifying candidates for vacant position;
- Develop hiring processes and templates for employee offers, contracts, evaluations etc.;
- Maintain employment files and ensure annual evaluations are performed for all staff;
- Oversee payroll and payment of applicable taxes;
- Develop employee benefit package and write employee manual to include policies on sick leave, vacation, maternity leave, personal use of phones and email; expense policies, office hours, holiday schedule, etc.;

#### Facility Management:

- Responsible for office and GM housing leases and relationship with respective landlords;
- Responsible for on-going maintenance and cleaning of office and equipment;
- Responsible for office vehicles;
- Maintain office asset inventory;
- Supervise Finance and Administrative staff including Accountant, Communication and Marketing Officer

5. Company Name: Cegelec Egypt SAE  
Location: Cairo  
Position: Managing Director of Finance & Administration affairs  
From: 08/1977 to: 01/2004

Finance:

- Implement the Cost Accounting with the General Accounting
- Managing the Internal Control compliance with the Company's policies
- Preparing Financial Reports and Analysis of the financial performance of the company
- Setting the roles needed for controlling the accounting and financial function in the company
- Prepare the annual report for annual statutory account.
- Managing the preparation of the annual budget.
- Managing the preparation of the forecast for the coming six months.
- Follow up the preparation of the periodic financial statement.
- Auditing the financial transactions and ensuring compliance to company policies and stated contracts.
- Monitoring and controlling the Company's cash position :
  - o Bank statements are checked regularly and cash forecast is prepared presented to the Corporate Management at the HQ in Paris.
  - o A cash flow statement followed by the Inter group movement is presented in monthly basis.
- Timely and accurate completion of monthly reporting :
  - o Keeping up to date with all the Company's Tax issues.
  - o Company Tax Return is prepared annually.
  - o Tax entries are all prepared and a final "After Tax" Profit and Loss statement is prepared to present the final position of the company for the full year.

Administration & Human Resources:

- Management of employment contracts.
- Establishment, supervision of payrolls, all forms of contributions & Accounting services.
- Establish company's HR process & interface with authorities to insure compliance with local regulation.
- Administer and coordinate all procedures of entries, departures and Management of expatriates.
- Work permit, visas, residences card.
- Management of social affairs, basis, relations with personnel & employee.
- Insure the relations with local authorities & social organizations.
- Consultancy on HR matter according to policies & labor law.
- Contacts local authorities for much legal process.
- General Administration & Management of insurance contracts.
- Prepare monthly income tax & social security returns.

Cairo, June 04, 2015