



IBRAHIM ELORBANY

ADMIN

I have extensive admin experience in various fields, including but not limited to: maintaining accurate financial records, using advanced software to prepare accurate reports. Additionally, my skills include data analysis, budget preparation, handling correspondence, document preparation, and providing services to clients. Moreover, I have a keen attention to detail in administrative and financial processes. Thanks to my passion for continuous learning and keeping up with trends, I am ready to contribute to the success of any company.

CONTACT

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ABU DHABI, UAE

PERSONAL DETAILS

DOB: 19/06/1981

MARITAL STATUS: Married

NATIONALITY: Egyptian

Driving License: Yes (Egyptian)

HIGHLIGHTED SKILLS

- **Advanced Financial Software**
- **Data Analytics**
- **Risk Management**
- **Budgeting and Forecasting**
- **Auditing Preparation**
- **Communication Skills**
- **Adaptive Learning**
- **Bookkeeping**
- **Collection**
- **Payroll**

LANGUAGES

- English
- Arabic

WORK EXPERIENCE

Manager - Al Aqsa Electric Import & Export (2016-now)

Promoted as Manager

Promoted as Marketing and Purchases Manager

Financial Accountant

Commenced journey as a meticulous Financial Accountant, leveraging advanced financial software to maintain accurate records, manage accounts payable/receivable, and ensure regulatory compliance. Implemented cost-saving measures and streamlined financial reporting processes, enhancing operational efficiency.

Transitioned seamlessly into a dynamic Marketing and Purchases Representative role. Employed data-driven insights to devise strategic marketing campaigns, boosting brand visibility and driving revenue growth. Conducted in-depth market research, identified trends, and executed effective negotiation tactics to optimize procurement practices.

Promoted to Manager, entrusted with cross-functional leadership. Strategically aligned operations by harmonizing marketing, purchasing, and financial strategies. Collaborated with diverse teams to enhance efficiency, minimize overheads, and ensure cohesive execution of initiatives. Oversaw key accounts, nurtured global supplier relationships, and introduced innovative supply chain management practices.

Financial Accountant - Cement Distribution Company (2011-2015)

Precision and strategic financial management; proficiency in utilizing cutting-edge accounting technologies and data analytics; ensuring accurate financial reporting, optimized cost-effective strategies, and maintaining regulatory compliance. Decision-making and sustainable growth.

Accountant – El Zeeny Dairy Products (2008-2010)

Managed day-to-day financial operations, including accounts payable, accounts receivable, and payroll, ensuring accuracy and compliance with industry-specific regulations. Played a key role in budgeting and forecasting processes, contributing to the development of annual financial plans and identifying cost-saving opportunities. Conducted in-depth financial analysis, including cost control measures, inventory valuation, and variance analysis, resulting in improved profitability. Maintained accurate financial records, prepared monthly and annual financial statements, and collaborated with external auditors during annual audits. Successfully filed all required tax returns, including sales tax, payroll tax, and income tax, while staying updated with changing tax regulations.

Storekeeper - Sea Service Freight and Logistics (2004-2007)

worked as a warehouse that was involved in shipping and unloading chemical urea, grains, and cereals. I handled the recording of incoming and outgoing goods, as well as damaged and deficient items. I also managed inventory records, including additions and conducted inventory tracking.

EDUCATION

Mansoura University

Bachelor of Commerce – Business Administration and Finance (2003)

Certificates

Attended certified Training Courses in:

Professional Financial Accountant – Peachtree – Quickbooks - Accounting in Excel – Time Management – Bookkeeping – General Conversation – Trainer of Trainer - ICDL