

# Ahmed Madi

32 Years old | Jardim Vila Formosa, São Paulo, SP | +5511971371611 | akmedi@outlook.com

## OBJETIVE

Meticulous and well-organized Financial Accountant with advanced accounting, mathematical expertise. Successful at keeping accounts current and accurate for compliant financial recordkeeping. Well-organized, diligent and focused professional. A leader with the ability to thrive in competitive environments and remain calm in high-pressure situations. An educated and friendly professional known for delivering tailored client service while responsibly driving the business development process.

## EXPERIENCE

**“CALCEE” São Bernardo do Campo, SP, Brazil** **02/2019–Onward**  
**Projects Coordinator**

**“Latina Media” São Paulo, SP, Brazil** **04/2019–Onward**  
**Projects Coordinator**  
Managing process mapping and project planning and budgeting

**“IESCO” Kuala Lumpur, Malaysia** **01/2016–12/2018**  
**Finance Manager**

- Managing team responsible for providing financial and business operations leadership to multiple which has programs services of approximately \$2.8M
- Financial analysis and planning for the organization’s award. This across funders with a combined annual operating budget of 250K
- Controlling income, cash flow and expenditure undertaking strategic analysis and assisting with strategic planning
- Undertaking research into pricing, competitors, and factors affecting

**“Albukhari International University” Alor Setar, Malaysia** **09/ 2013 – 09/2014**  
**Lecturer**  
Lectured on Business Administration to 60 students.

**“Arab College of Applied Sciences” Gaza, Palestine.** **01/ 2012 – 06/2013**  
**Lecturer**

- Lectured on Business Correspondence, E-Commerce and Managerial Accounting to 30 students.
- Developed exams to properly gauge information retention and student performance.
- Designed course materials, including syllabi, writing assignments and exams.

**“Al-Aqsa University” Gaza, Palestine.** **10/ 2011 – 06/2013**  
**Lecturer**

- Supervise students in researching, structuring and presenting a debate case.
- Created syllabus and instructional plans for each class session in accord with the stated course objectives.

- Lectured on Financial Management, Managerial Skills and Decision Analysis. to 60 students.
- Developed exams to properly gauge information retention and student performance.
- Designed course materials, including syllabi, writing assignments and exams.

**Future Association for Culture and Development** **02/2011 – 6/2013**

**Financial and Projects Analyst**

- Generate cash flow forecasts for new capital budgeting projects.
- Analyze the financial position of the association, determine the financial needs.
- Establish and carry policies to fulfill the financial needs Provide reports to management to assist in long-term planning.

**“UNRWA” at Finance Department, Gaza, Palestine.** **06/ 2011 – 10/ 2011**

**Finance Assistant**

- Applied proper codes to invoices, files, and receipts to keep records
- organized and easily searchable.
- Organized budget documentation and tracked expenses to maintain
- tight business controls.
- Input financial data and produce reports using Citrx Neighborhood

**EDUCATION**

**UNIVERSITI UTARA MALAYSIA, Malaysia.** **02/2014–03/2019**

- ❖ **Ph.D (Financial Analysis & Policy)**

**UNIVERSITI UTARA MALAYSIA, Malaysia.** **12/2008 – 12/2010**

- ❖ **Master of Business Administration in Finance (MBA Finance)**

**THE ISLAMIC UNIVERSITY OF GAZA, Palestine.** **09/2004 – 06/2008**

- ❖ **Bachelor Business Administration, Department of Accounting.**

**AWARDS AND CERTIFICATES**

31/08/2012	“Honorary Youth Ambassador” Ministry of Youth and Sports, Republic of Turkey
15/12/2008	Certificate of “Intensive English Course for International Postgraduate”
01/07/2008	Certificate of Achievement “English Access Micro scholarship Program”

**LANGUAGES SKILLS**

- |             |                 |              |              |
|-------------|-----------------|--------------|--------------|
| ❖ Arabic    | Native language | ❖ English    | Excellent    |
| ❖ Malaysian | Intermediate    | ❖ Portuguese | Intermediate |

**TECHNICAL SKILLS**

- ❖ **Operating Systems:** Familiarity with Windows and Mac.
- ❖ **Office Tools:** Familiarity with Ms Office family.
- ❖ **Internet surfing.**
- ❖ **QuickBooks:** Accounting software, work with a financial expert.

- ❖ **QM for Windows:** solving linear programming and modules
- ❖ **Citrix Neighborhood Programme:** Business finance and accounting software

#### PERSONAL SKILLS

- ❖ Data analysis
- ❖ Auditing tasks
- ❖ Financial record keeping
- ❖ Fixed asset reporting familiarity
- ❖ Budgeting
- ❖ Financial management
- ❖ Data entry
- ❖ Accounts payable / accounts receivable
- ❖ General ledger accounting expertise
- ❖ Invoicing procedures
- ❖ Monthly reporting
- ❖ Coaching and training

#### VOLUNTARY PROGRAMS

29-30/05/2010      Program "Relay For Life 2010", The National Cancer Society of Malaysia, Kuala Lumpur.