**Gamil Mattar**

**Master’s Degree in Accounting**

**Sigma Beta Delta Honor Society Member, Franklin University Chapter**

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**Summary of Qualifications**

* Highly organized Finance specialist with 19 years of experience managing client services teams coupled with strong interpersonal and leadership skills
* Versed in a range of financial and auditing solutions
* Strategic International understanding and cross-cultural experience
* Strong creative project and people management skills
* Ability to work in a constantly changing environment and make decisions quickly based on data or previous experience
* **Critical Thinking** -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* **Management of Financial Resources**
* **Management of Personnel Resources** -- Motivating, developing, and directing people as they work, identifying the best people for the job.
* **Systems Evaluation** -- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
* **Monitoring** -- Monitoring/Assessing performance of individuals, or organizations to make improvements or take corrective action.
* **Systems Analysis** -- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
* **Operations Analysis** -- Analyzing needs and product requirements to create a design.
* Substantial industry awareness and ability to anticipate future business developments and financial trends across the globe.

**Experience**

**Petrokima Company Solution partner of Siemens International - May 2012-October 2016**

Chief Financial Officer

**DUTIES AND RESPONSIBILITIES**

**Financial & Operational Management**

• Create, coordinate, and evaluate the financial programs and supporting information systems of the Foundation to include budgeting and safeguarding of assets.

• Oversee the approval and processing of revenue, expenditure and position control documents, department budgets, salary updates, general ledger, account maintenance and data entry.

• Oversee all aspects of accounting, including cash flow planning, reporting, organizational and departmental budgeting, and forecasting.

• Ensure the timely and accurate preparation of financial statements, financial reports, special analysis and information reports that are used by staff, and the Board.

• Present and analyze financial reports to the Board Members and Finance Committee.

• Approve and coordinate changes and improvements in automated financial and management information systems for the Organization.

• Analyze cash flow, cost control and expenses. Analyze financial statements to pinpoint potential weak areas and provide recommendations and possible solutions.

• Develop and implement finance, accounting, billing and auditing procedures.

• Ensure compliance of reports with local reporting requirements.

• Establish and maintain appropriate internal control safeguards.

• Ensure records systems are maintained in accordance with generally accepted accounting principles.

• Coordinate and facilitate annual external audit.

• Recruit, train, develop, supervise and evaluate finance/accounting department staff.

• Oversee and coordinate finance department activities to maximize quality and efficiency of the department.

Strategic Leadership

• Interact with CEO and members of staff.

• Provide consultative support to planning initiatives through financial and management information analysis, reports and recommendations.

• Serve as a member of executive leadership team. Serve on planning and policy making committees. Ensure financial alignment with departmental plans and goals.

• Establish and monitor the organization’s investment strategies and policies in accordance with the objectives set by the Finance Committee.

• Develop and direct the implementation of strategic business and/or operational plans, projects, programs and systems.

• Establish and implement short and long-term Finance department goals, objectives, policies and operating procedures.

**Measures of Success**

* Achieved 15% increase in profitability for this practice in 3 financial quarters

**AAM Accounting Firm June 2005- Present**

Managing Partner

**Position Responsibilities**

Leadership

* Conducting firm’s strategic planning process to refine the firm’s mission, vision and values and assess its current state at least once per year.
* Finalizing objectives for AAM and ensuring that they are met each year.
* Establishing a financial plan for AAM and ensuring that it is met each year.
* Acting as the “spiritual and values leader” for the firm.
* Acting as the primary partner interface, holding partners responsible for their specific goals, responsibilities and behavior.
* Working with the partner group to review and commit to the products and services that will serve as the firm’s core and specialty services.
* Evaluating and overseeing all business expansion opportunities, including merger and acquisition opportunities.

Human Resources

* Approving all new position descriptions, new hires, promotions and any disciplinary action, including firing of employees.
* Reviewing and approving all partner and manger annual performance reviews before they are delivered.
* Reviewing and approving career roadmaps and compensation plans for staff.
* Participating in the recruiting process for manager and above candidates, as warranted.

Marketing

* Managing strategic vendor relations and vendor contracts.
* Developing and gaining buy-in to the firm’s market positioning, messaging and annual marketing plan and assisting those assigned to implement it as needed.
* Developing alliances with 3rd parties, including other CPAs, as warranted.
* Approving the firm’s calendar of events.
* Representing the firm at key community events, firm functions and other meetings.

Sales

* Reviewing the firm’s sales pipeline, helping refine the sales process and assisting in closing engagements, as needed (i.e. presentations).
* Reviewing all prospective clients to ensure good fit and accept clients.
* Reviewing and approving all proposals to clients.

Client Service

* Managing assigned clients.
* Handling escalated client concerns as warranted.
* Risk Management
* Ensuring the firm is protected against risk including managing the firm’s insurance and legal interface.

**Measures of Success**

* Achieved 75% increase in top line revenue for this practice in 3 years

**AAM Accounting Firm**

Senior Internal Auditor April 1998 - June 2005

• Conduct risk assessment of Accounting/Finance department

• Establish risk-based audit programs   
  
• Determine scope of review in conjunction with the Audit Manager   
  
• Review the suitability of internal control design   
  
• Conduct audit testing of specified area and identify reportable issues and dimension of risk   
  
• Determine compliance with policies and procedures.   
  
• Verbally communicate findings to senior management and draft comprehensive and complete report of audit area.

**Education**

Master’s Degree in Accounting Franklin University December 2017

BA in Accounting Cairo University 1998

Egyptian CPA 2003