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| **PERSONAL INFORMATION** | Hatem Hussein Kamel Abd EL Ghani |
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|  | 31, Fatima Elzahra street,Maden El Zahra,Beni-Suef, Egypt |
| 020822207172  00201119977666 |
| Hatemhussein1983@icloud.com |
| Sex Male | Date of birth 14/02/1983 | Nationality Egyptian |

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| **EDUCATION** |  |

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| (2009 - 2011) | **Master’s in Business Administration(Philosophy)** |
| *Research Title***"** **The role of human resources management in applying of total quality management in organizations"** |
| Faculty of Commerce ,Beni-Suef university, Beni-Suef, Egypt |
| (2006 - 2008) | **Master’s in Business Administration (MBA)** |
| **Financial management (GPA: Excellent)** |
| The Arab academy for banking and financial sciences, Giza, Egypt |
| (1999- 2003) | **Bachelor of Commerce** |
| **Business Administration Department (GPA: Very Good)** |
| Higher Institute For Advanced Studies, Giza, Egypt |

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| **WORK EXPERIENCE** |  |

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| ( August 2012 until now) | Head of Taxpayers Assistance Department, Beni-Suef region |
|  | **The Egyptian Tax (VAT) Authority, Ministry of Finance, Egypt**. |
|  | My responsibilities include, but not limited to leading a team for doing tasks below:-   * Respond to taxpayers inquiries in the format desired by the taxpayer (written-phone-email-social media). * Review technical and written taxable persons’ inquiries which received from taxable persons. * Guide taxable persons to meet their obligations through (outreach-education-training) to help taxpayers comply with the tax law. * Notify them with any changes that may take place on tax laws and regulations. * Manage Administrative activities in the department. |
| (August 2009 July 2012) | **Certified Tax Auditor at Tax Compliance Department,Beni-Suef region** |
|  | **The Egyptian Tax (VAT) Authority, Ministry of Finance, Egypt.** |
|  | I was responsible about tasks below :-   * Audit of registrant's VAT return, payment and files to identify non compliance areas. * Reviewing and auditing accounting cycle of firms registered at VAT to ensure that it is in full compliance with applicable VAT tax laws and standards. * Reviewing to give an opinion on financial statements ( balance sheet , income statement , cash flow statement , owners equity statement )in order to justify whether the sales tax (VAT)return reflecting the actual activities of the entity or not. * Identify and address areas of risks of client non compliance with applicable VAT laws. * Negotiating tax settlements with taxpayers and their tax accountants and tax advisor. * Preparing a tax report for each audited company. * Ensuring the pursuit of Legal Procedures concerning the Companies objection of taxes payments. |
| (August 2006 July 2009) | **Tax Auditor** **at Tax Compliance Department ,Beni-Suef region** |
|  | **The Egyptian Tax (VAT) Authority, Ministry of Finance, Egypt.** |
|  | I was responsible   * Identify high risk and non compliance areas that need further auditing efforts. * preparing the annual audit plan and preparing the required reports for Competent authorities |
| (May 2004July 2006) | **Tax Officer at Tax Enforcement Department, Beni-Suef region** |
|  | **The Egyptian Tax (VAT) Authority, Ministry of Finance, Egypt.** |
|  | I was responsible to Identify taxpayers who delay submission of tax return and payment to start collection from them with executive action for enforcement the law. |

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| Participation in committees |  |

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| 2016 | Transition from GST to a fully VAT system in Beni-Suef region. |
| 2012 | Put the procedure for collecting the tax from jewellery section. |
| 2011 | Rule of tax control in Sharm-Elshikh zone for rising the tax collection as a percentage of GDP |
| 2009-2010 | Provide assistance to the large taxpayer centre at procedure field inspection in Beni-Suef region. |

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| TRAINING |  |

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| Oct 2016 | Innovation in government work |
| *Mohammed Bin Rashid Centre for Government Innovation* | |
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| Feb 2013 | Restructuring and organizational culture of the Authority | |
|  | *Training Sector of the Egyptian Tax Authority, Egypt* | |
| Jan 2013 | Strategic Management of HR | |
|  | *Training Sector of the Egyptian Tax Authority, Egypt* | |
| June 2007 | Provisions of the Tax Law | |
|  | *Training Sector of the Egyptian Tax Authority, Egypt* | |
| Apr 2007 | Team Building | |
|  | *New Horizons for Training, Cairo, Egypt* | |
| Apr 2007 | Not bosses but leaders | |
|  | *New Horizons for Training, Cairo, Egypt* | |
| Apr 2007 | Negotiation Skills | |
|  | *New Horizons for Training, Cairo, Egypt* | |
| Mar 2007 | Time Management | |
|  | *New Horizons for Training, Cairo, Egypt* | |
| Mar 2007 | Interpersonal Communication | |
|  | *New Horizons for Training, Cairo, Egypt* | |
| Sep 2006 | Tests of credibility and techniques for the tax audit purposes | |
|  | *Training Sector of the Egyptian Tax Authority, Egypt* | |
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| Oct 2003 | Training of Trainer (TOT) | |
|  | *International Training Center, Beni-Suef, Egypt* | |
| Nov 2002 | Visual Basic Programming Language | |
|  | *International Training Center, Beni-Suef, Egypt* | |
| Aug 2001 | Introduction to computer and operating system windows | |
|  | ***International Training Center, Beni-Suef, Egypt*** | |

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| SKILLS |  |

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| Language | Arabic native speaker and very good in English |
| Computer knowledge | * Windows, Ms Office, SPSS, Visual Basic * International Computer Driving Licence . |
| Personal skills | Commercial awareness, Ability to Communication, Work at Teamwork, Negotiation and persuasion, Problem solving, Leadership, Organisation, Perseverance and self-motivated, Ability to work under pressure, Confidence. |

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| Certificates of Appreciation |  |

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| 2017 | Precious Contribute to the achievement of targeted tax revenues.  *from the general manager of Beni-Suef region* |
| 2016 | Facilitate consultation in Transition from GST to a fully VAT system in Beni-Suef region.  *from the Deputy Minister of upper egypt zone.* |
| 2012 | Contribute in implementation the right VAT procedure in Sharm-Elshikh zone.  *from the Deputy Minister of Sharm-Elshikh zone* |
| 2009 | Scientific superiority  *from the vice minister of finance.* |