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| **PERSONAL INFORMATION** | Hatem Hussein Kamel Abd EL Ghani |
|  |
|  |  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 .
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| 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.*  |