Khaled Elwakil

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Professional Summary

General Accountant with over 17 years of experience in financial accounting, auditing, and account management across diverse sectors including manufacturing, hospitality, food & beverage, and retail. Skilled in preparing financial statements, budgets, and ensuring compliance with Egyptian accounting standards. Proficient in daily account management, bank reconciliations, and financial data analysis to support decision-making. Strong expertise in internal auditing, enhancing accuracy of financial operations, and utilizing advanced accounting software and ERP systems.

Professional Experience

Customer Manager – El Walid Plastic Factory | El Mahala El Kubra – Egypt | 2024 – Present

- Led accounts receivable operations ensuring timely collections and cash flow stability.
- Monitored revenue cycle and invoicing process with strict data validation.
- Analyzed key client accounts and prepared periodic risk assessment reports.
- Streamlined collection procedures and enhanced financial workflows.
- Prepared performance reports to support senior management decisions.
- Increased collection rate by 18% within the first 6 months through enhanced client follow-up.

Auditor – Aymen Chartered Accountant Office | El Mahala El Kubra – Egypt **|** 2021 – 2023

- Conducted comprehensive financial audits in compliance with Egyptian Accounting Standards.
- Reviewed financial records and bank statements ensuring accuracy and transparency.
- Prepared detailed audit reports with practical recommendations.
- Assisted in tax audits and enhanced compliance documentation.
- Assessed internal control systems and proposed improvements.
- Improved financial reporting accuracy by 20% through advanced Excel automation.

General Accountant – Mega Ready-Made Garments Factory | El Mahala El Kubra – Egypt | 2018 – 2020

- Recorded daily financial transactions and prepared accounting entries.
- Prepared accurate tax filings in compliance with legal requirements.
- Executed monthly bank reconciliations and resolved discrepancies.
- Produced financial analysis reports to guide managerial decisions.
- Monitored operating costs and suggested cost-reduction measures.
- Reduced bank reconciliation time by 25% using automated Excel tools.

Night Auditor – 3 Corners Hotel | Taba – Egypt | January 2015 – December 2017

- Reviewed daily hotel transactions and compiled revenue audit reports.
- Balanced cash, credit card, and guest accounts against system records.
- Audited guest invoices ensuring compliance with booking records.
- Monitored daily cash flows and resolved discrepancies immediately.
- Produced daily financial analysis reports for management.
- Reduced daily accounting errors by 20% through enhanced night audit controls.

General Accountant – Monaliza Garments Factory | Samanoud – Egypt | January 2011 – December 2013

- Executed journal entries and reviewed supporting documentation.
- Prepared monthly payroll and ensured social insurance compliance.
- Performed periodic bank reconciliations and validated balances.
- Prepared financial reports to assess performance indicators.
- Monitored vendor and customer accounts ensuring accuracy.
- Accelerated payroll preparation by 25% through automated reporting.

General Accountant – El Saiad Sweets Fair | El Mahala El Kubra – Egypt | January 2009 – December 2010

- Managed daily purchase and sales transactions with accurate documentation.
- Monitored inventory and produced monthly stock reports.
- Maintained accounts payable and receivable ledgers.
- Verified financial documents ensuring accuracy of data entry.
- Prepared financial performance reports to support sales planning.
- Reduced stock losses by 12% through enhanced inventory monitoring.

General Accountant – El Baron Sweets Fair | El Mahala El Kubra – Egypt | January 2007 – January 2008

- Recorded all daily financial transactions in accounting ledgers.
- Monitored inventory movements and conducted periodic reconciliations.
- Prepared accounting entries for purchases and sales.
- Archived financial documents and improved documentation cycle.
- Prepared monthly financial statements for management.
- Reduced monthly report preparation time by 18% through Excel templates.

Education

Bachelor of Commerce – Business Administration | Egypt | Graduation Year: 2008

Training Courses

- Training on El Amin Accounting Software
- International Computer Driving License (ICDL)
- Financial Reporting Using Excel

Skills

Personal Skills:
Commitment | Time Management | Accuracy | Analytical Thinking | Working Under Pressure | Flexibility | Problem Solving | Negotiation | Effective Communication | Organization | Attention to Detail | Leadership

Practical Skills:
Financial Reporting | Internal Auditing | Budgeting | Inventory Control | Invoice Processing | Taxation | Accounts Receivable | Accounts Payable | Bank Reconciliation | Payroll Preparation | Cost Control | Financial Supervision

Technical Skills:
El Amin Accounting Software | Microsoft Excel (Pivot Tables, Reporting) | Microsoft Office | ERP Accounting Systems | Data Analysis | Financial Reporting Tools | Database Management | Spreadsheet Development | Cash Flow Reporting | Enterprise Resource Planning (ERP) | E-Invoicing | Digital File Management

Personal Information

- **Date of Birth**: 9 September 1986
- **Nationality**: Egyptian
- **Religion**: Muslim
- **Marital Status**: Married

Languages

- **English | Arabic**