Mohamed Antar Khafaga

Chief Accountant



Contact

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Summary

As an experienced accounting and financial systems professional with 15 years of expertise, I have honed my skills to be detail-oriented, efficient, and organized. My strong analytical and problem-solving skills allow me to make sound decisions with minimal direction. Throughout my career, I have delivered accounting services, developed and implemented financial systems and strategies, and implemented tax software that streamlines company processes and enhance profitability. My track record speaks for itself, and I am committed to bringing my expertise to any organization in need of a dedicated and skilled professional in the accounting and financial systems field.

Skill Highlights

- skilled in making decisive decisions,
- proficient in project management,
- excel in complex problem-solving,
- experience in international business accounting,
- creative design and innovative thinking,
- Possess a service-focused mindset.
- Demonstrate excellent proficiency in all Microsoft applications.

Experience

- **Chief accountant** at Mohamed Mahmoud furniture production group 09/2015 to 10/2024
- **Financial auditor** (**part time**) at Eltokhy for general supplies and Contracting company 01/2020 to present
- **Internal auditor** at Elhelow style office furniture as 06/2012 to 07/2015.
- **Financial accountant** at The Egyptian Integrated Contracting 11/2009 to 05/2012.
- **Financial accountant** at Heliopolis Company for Chemical Industries (factory 81 of the Military) from 04/2006 to 10/2009.

Education

- CMA holder Dec,2022
- Bachelor's degree in Commerce with a focus on Accounting from Ain Shams University in 2005
- Comprehensive knowledge of international and Egyptian accounting standards

Duties and tasks

• Developing and designing accounting systems.
• Preparing budgets, analyzing financial performance and comparisons, and providing necessary expectations for AGROVITA Company in the drinks industry, THE UNITED Company for Trading & Supplies, MASH Office Furniture, SPECIAL Office Furniture, and El-Tokhy for general supplies and contracting.
• Generating requested financial, management, business, and analytical reports in compliance with GASP and other professional standards.
• Designing and implementing accounting EARP systems such as Microsoft Dynamics AX, Odoo, Double-Click, Quick-Books, Delta, Logic, Usoft, and Alameen. Additionally, training accountants and sellers in-branches and warehouse management personnel on the program, ensuring their competence in following up and monitoring the implementation of their daily work on the program, correcting mistakes, and directing them to the correct way of working.
• Implementing reports, monthly lists, and adjustments.
• Maintaining and balancing subsidiary accounts by verifying, allocating, posting, reconciling, and analyzing various General Ledger and Sub-ledger accounts, and resolving discrepancies as assigned. Additionally, maintaining financial internal controls and procedures of the institution.
•Audit of customer requests, pricing of items, quantities, and follow-up on store disbursement, as well as implementation of sales invoices and commissions for branches and exhibition sellers
• Audit customer and sales accounts, balance follow-up, collection, sales returns, and communication with relevant departments to meet work expectations and provide instant solutions to any issues.
• Audit supplier and creditor accounts, purchases, and supply follow-up, and payment methods.
Implement monthly wages, Social Security, and audit accounts receivable for company workers.
• Assist in supervising departmental clerical personnel, overseeing critical functions, and fulfilling other responsibilities as needed to ensure efficient and controllable processes.
•Review treasury journals and cash accounts, analyze and follow up on cash payments and receipts in accordance with internal financial controls and institution procedures.
•Prepare tax declarations for monthly sales and create quarterly collection discount models.
Prepare and record asset, liability, revenue, and expense entries by compiling and analyzing account information.