

 **Ahmed El Sayed Khalil** 

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Dear Sir,

My CV is enclosed for your consideration. According to my education, skills, Experience I would like to apply for the position that would challenge my talents to satisfaction.

I am teachable, energetic, and committed in achieving results.

I would appreciate having the opportunity of meeting you to discuss employment possibilities.

Please feel free to contact me as listed above.

Sincerely,

Ahmed Elsayed Khalil

Curriculum Vitae

"My Objective:

Seeking a challenging position whereby I can apply my educational background, courses, personal skills, and work experience.

✧ Continue→



At a field, enabling me. to develop myself by gaining new practical experience and skills related to my field of study and future career.

Ahmed Elsayed Khalil

Education Qualification:

- ✧ College: Bachelor of Commerce, Zagazig University, Graduated 1998 with grade of Pass.

Major: Accounting

- ✧ Member at Saudi Organization for Certified Public Accountants from May 2014

Personal Skills:

- ✧ Working with team, leading Personality.
- ✧ Self-motivated & enjoy challenges.
- ✧ Learning quickly, Ability of training others
- ✧ Ability to meet deadlines successfully, time management.
- ✧ Working Under Pressure.
- ✧ Strong Communication Skills.

Computer Skills:

- ✧ Very Good command of Microsoft office (Windows/ Word/ Excel /Access / Power Point).
- ✧ Capable of using the Internet.
- ✧ Computerized Accounting.
- ✧ Working on Accounting Programs ERP Systems As (Comsys & Red Sky & Beach Tree – Oracle Fusion ERP System – Odoo ERP System -Onyx Pro ERP)
- ✧ IT Knowledge Hardware & Software

Language:

- ✳ Fluently in both spoken and written Arabic (Mother Tongue).
- ✳ Very Good both spoken and written English.

Training:

- ✳ Accounting and Financial Analysis Courses from Accountants Training Academy Inclusive Computerized accounting, Peachtree accounting program, Excel accounting and manual accounting.
- ✳ Certificate from Audit office in Preparation Financial statements as (Balance sheet, Income statement, Trial balance and Cash flow).
- ✳ Certificate from Zagazig University in Information Technology.
- ✳ Study CMA in Progress.

Experience:

*From April 2003 until 31/12/2007: Working in Orascom Construction Industries.



Position: Accountant Then Senior Accountant.

Work performance:

- Work as Project Accountant in Toshka Road and Maddi City Center (Carrefour)
- Costs Accounting, Petty Cash, AP Accounting, AR Accounting
- Preparing petty cash for the Project and Refund from Head Office, Preview payroll for Temporary and Fixed Employees
- Share in Preparing Financial Statements (Trial Balance -Balance Sheet – income Statement – Cash follow) on monthly basis
- Preparing monthly bank reconciliation.
- Share in Preparation Monthly Cost Reports and Follow Cost Accounts; follow Payable on System and Review Supplier and Subcontractor Balances for Matching the Payment with Invoices and Follow Guarantee Letters for Updated.

*From 01/01/2008 Up TO 31/05/2013: Al Futtaim Carillion-Orascom Joint Venture

Cairo Festival City



Position: Senior Accountant Then Chief Accountant

Work performance:

- Responsible for general ledger and reviews it on monthly basis to ensure the accuracy of posting.

- Preparing monthly bank reconciliation
- Share in preparing financial Statements (Trial Balance - Balance Sheet – income Statement – Cash follow) on monthly basis.
- Preview Payroll Accounting and Preparation employee's salaries and Payroll Tax.
- Responsible for AR module, All Accounts Related, Reconcile Every Month and Provide Management with monthly ageing report and match all outstanding issues with them.
- Responsible for registering fixed assets, monitoring depreciation for different periods, following up on storing assets in store, preparing the monthly assets report and submitting it to the Management
- Share in ERP System Development and Reconcile, Transfer All Financial Data from System to ERP System (From Comsys System to Red Sky System)
- Responsible for Tax accounting (Withholding Tax – Payroll Tax – Sales Tax) And Follow Tax Account on the System; Reconcile Every Month for Issue Checks for Authority Tax and Follow with Auditors for Tax examination.
- Prepare all JV's related to Development/Holding after receiving working papers and supporting documents from respective departments along with checking their accuracy.
- Financial audit preparation and coordinate the audit process.
- Financial Analysis Skills & Preparing Financial Reports from the System.

*From 01/06/2013 Up TO 31/05/2017: SHIBH AL-JAZIRA CONTRACTING CO

(Saudi Arabia)

Position: Chief Accountant Then Accounts Manager.



Work performance:

- Supervising and oversee the general ledger activities and ensure that journal booking, posting and closing the books are done on a timely and accurate basis
- Preview Monthly Trail Balance to Ensure That All Accounts Balances Are Correct, accurate and Work Any Adjusting or Modified Are Required before Period closing on the System.
- Preview monthly bank reconciliation, Follow Loans & Notes Payable & Letters of Credit & All Banks Charges Related with their and Preparation Weekly Reports for the Management.
- Preparation Monthly Cost Reports and Follow Cost Accounts, Follow Payables on System and Review Supplier, Subcontractor Balances for Matching the Payment with Invoices.

- Follow Receivable Balances and Collections from Clients on the System and Prepared Monthly Reports to Management.
- Reviewing registering fixed assets, monitoring depreciation for different periods, following up on storing assets in store, preparing the monthly assets report and submitting it to the administration
- Review journal entries to check accuracy and compliance with the established rules and accounting principles and that all entries are supported by valid documentation.
- Reconcile monthly current accounts between HO, Development Holding and Ready-Mix Concrete Factories.
- Preparation Closing Entries In The End Of Year And Consolidate Subsidiaries Company Accounts 'Sister companies Accounts Related In HO Accounts To Prepare Consolidated financial Statements (Balance Sheet – income Statement – Cash follow)
- Create GL reports for management related to journal vouchers summaries, account analysis, period closing, trial balance and others as required.
- Preparation of monthly financial reports: P&L, Production report and analytical reports.

*From 01/06/2017 Up TO 31/05/2023: Engineering Egyptian Construction Co (Rancy)

Position: Financial Manager

Work performance:



- Examination and evaluation of the operations, applications and accounting programs and the development of accounting systems and the documentary course of the establishment in accordance with the nature of activity and financial policies established
- The selection of members of the financial administration in accordance with the proposed organizational structure approved by the senior management with the necessity of subordination of all members of the financial management to the financial manager in all aspects of the job distribution and the tasks assigned to it
- Setting monetary policy and monitoring all bank accounts and daily movement of the fund to provide the necessary liquidity through follow-up of customer collections periodically in coordination with the Sales and Marketing Department
- Provide the senior management with the necessary financial reports which help in making decisions that serve the establishment and achieve its objectives (Cash Flow Report - Receipts Report and Collections from Customers - Report on the commitment of the establishment towards the suppliers and factories and follow up the payment according to the liquidity available - Monthly sales and purchases report - Preparation of the financial Statements for the period)

- Establish appropriate procedures for the inventory and control of fixed assets, warehouses, inventory control, inventory reports, and coordination with the warehouse manager towards inventory procedures.
- Reviewing registering fixed assets, monitoring depreciation for different periods, following up on storing assets in store, preparing the monthly assets report and submitting it to the Management
- Follow Stores Movement and Record All Transaction on the System for Follow Balances of Stores at once
- Planning and setting up financial strategies and coordination and activating work within the financial management and supervision, guidance and coordination between the different departments to ensure the functioning of the level required and commensurate with the objectives and policies of the establishment
- Follow-up of bank accounts and all bank transactions of issuing checks, following up on transfers, issuance letters of guarantee, letters of credits and loans
- Preservation of the Fixed Asset and property of the establishment and its follow-up and the development of regulations and system to assist in this regard.
- Closing accounting periods, preparing financial statements reflecting the results of the establishment and auditing with the Audit office to approve the budget and the work of the annual tax report.
- Periodic follow-up with government Authorities towards payment of obligations to these entities on time (tax matters - social Insurance)

** From 01/06/2023 Up TO Present: SHIBH AL-JAZIRA CONTRACTING CO (E.L-Seif Engineering Co & SHIBH AL-JAZIRA CONTRACTING CO Joint Venture- Sports Boulevard Project)*

Position: Financial Manager

Work performance:



- Supervising the TB activities to ensure that Transaction Recording, posting and closing are done on a timely and accurate basis.
- Analysis All Account Related to the TB, Ensure Accounts Balances Are Right and Working Adjustment if There are any Errors.
- Reviewing Registering Fixed Assets, Monitoring Depreciation for Different Periods, following up Fixed Assets in store, Preparing the Monthly Fixed Assets Report and Submitting it To the Management
- Review journal entries to check accuracy, compliance with the established rules, accounting principles and that all entries are supported by valid documentation

- Create GL reports for management related to journal vouchers summaries, account analysis, period closing, trial balance and others as required.

- Provide the Board Management with the necessary financial reports which help in making decisions that serve the establishment and achieve its objectives (Cash Flow Report - and Collections and Receipts Report from Customers - Report on the commitment of the establishment towards the suppliers and Subcontractor and follow up the payment according to the liquidity available, Monthly sales and purchases report and Preparation of the financial Statements for the period)

- Reconcile monthly Partner current accounts for ensure that Account statements sent from them are Matching with our books.

-Working of Closing Entries in The End of Year and Prepare All requirements for the Audit office to Prepare the Final financial Statements (Balance Sheet – income Statement – Cash follow).

- Preview monthly bank reconciliation, Follow Loans & Notes Payable & Letters of Credit & All Banks Charges Related with their and Preparation Weekly Reports for the Management

-Preparation Monthly Cost Reports, Follow Cost Accounts and Matching with PPM Module for working Any Adjustment if any.

-Follow Payables on System and Review Supplier, Subcontractor Balances for Matching the Payment with Invoices and Purchase Order & Goods Receipt Note.

- Follow Receivable Balances and Collections from Clients on the System and Prepared Monthly Reports to Management.

Activities:

- ✳ Developed my negotiation & marketing and accounting skills.
- ✳ Knowledge & Follow Updated for Tax Laws and Audit Rolls
- ✳ Strong knowledge of international Financial Standard & IFRS and Keep It Updated.
- ✳ Strong knowledge of the financial analysis and reporting of financial data

Personal Data:

- ✳ Address: Bany Ayoub – Abu Hammad, Ash Sharqia. Egypt.
- ✳ Gender: Male
- ✳ Mobil Phone: +201004620107
- ✳ Date of Birth: Dec. 28, 1974
- ✳ Place of Birth: Alsharkia, Egypt.
- ✳ Nationality: Egyptian.
- ✳ Marital Status: Married.
- ✳ Religion: Moslem.

Comment:

“I’m ready to learn anything that helps me in developing my work.”