Khaled Kamal Othman Arafa
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PROFESSIONAL SUMMARY:

Detail-oriented Accountant with experience in banking, VAT, and financial reporting, seeking to contribute to organizational growth and financial accuracy.

EDUCATION:

Bachelor of Commerce (Accounting), English Section Mansoura University, Egypt, 2019 (Good)

EXPERIENCE:

Accountant – Mizan Abdulhakim Al Odhaib for Car Maintenance Company - Riyadh, Saudi Arabia (Dec 2023 – MAY 2026)

Banking Department (9 months)

- Perform bank reconciliations and monitor all company bank accounts, transfers, and loans.
- Record accounting entries and review accounts for accuracy and compliance.
- Prepare monthly financial reports for the Finance Manager.

Human Resources Department (1 year)

- Manage employee annual leave balances and end-of-service benefit calculations.
- Maintain and review individual personnel files.
- Handle employee advances and monthly installment deductions.
- Prepare daily and monthly HR-related financial reports.
- Review and reconcile HR accounts to ensure accuracy and compliance.

Expenses Department (6 months)

- Process invoices, payment vouchers, and receipt vouchers.
- Record daily journal entries in the accounting system.
- Review expense accounts, intermediary accounts, and cash advances.
- Maintain proper documentation to support financial control and reporting.

General Accountant – Elmadina for Ready Mixed Concrete Company , Egypt (Sep 2021 – Dec 2023)

- Prepared monthly VAT returns and issued tax invoices for clients.
- Reviewed suppliers' tax invoices and ensured compliance with VAT regulations.
- Actively participated in a 5-year VAT audit process.
- Prepared required tax reports and coordinated with the external auditor
- Managed supplier accounts, especially heavy equipment suppliers (mixers, pumps, loaders, generators, and rental vehicles).
- Followed up daily on leased heavy equipment operations.
- Prepared monthly reports for each equipment unit.
- Recorded all financial transactions in the accounting system.
- Reviewed each equipment account before issuing statements and confirming amounts due to lessors.

Treasury Accountant – Tanmeyah for Micro Enterprise Services Company, Egypt (Jul 2020 – May 2021)

- Managed all financial operations within the branch.
- Opened and closed daily journals.
- Disbursed loans to clients and collected installments and I-Score query fees.

- Recorded revenues, expenses, and all cash transactions in the system.
- Reviewed client files and documentation for accuracy and compliance.
- Contributed creative ideas to improve workflow and efficiency.

COURSES & CERTIFICATES:

- Certified in the fundamentals of Value Added Tax (VAT), and trained on extracting and filing tax returns via the ZATCA platform – ELITE SOFT – Riyadh (15-10-2026)
- ICDL – American Council, Mansoura (July – Aug 2019)
- PFA Certificate – International Distinction Academy (Sept – Oct 2018)
- Peachtree & QuickBooks Accounting Program – International Distinction Academy (Sept – Oct 2018)
- Accounting Excel – Consulting Group for Accounting & Auditing (June – July 2017)

EXTRACURRICULAR ACTIVITIES:

Volunteer – 100 Million Health Campaign (Mar – Apr 2019)

- Data entry for campaign categories.
- Organized crowd control and raised awareness to prevent congestion and infection.

Volunteer – Elkhir Youth Group (2015)

- Collected donations and prepared Ramadan food packages for families in need.

Participant in Medical Caravans (2015)

- Assisted in organizing medical appointments, locations, departments, and clinics

SKILLS:

Technical skills

- ERP systems.
- Odoo systems.
- Financial Reporting.

Language Skills

- Mother tongue Arabic.
- Very good English.

Computer Skills

- Proficiency in accounting software and Microsoft Office Suite, particularly Excel.
- Good in using Microsoft (PowerPoint – Access).

Personal skills

- Good communication.
- Organization.
- coordination skills
- Strong attention to detail.
- Accuracy.
- Excellent communication and interpersonal.

INTERESTS & HOBBIES:

- Reading books.
- Ph*oto shooting.*
- Meditation, traveling and exploring new places.

PERSONAL INFORMATION:

- Marital status: Single.
- Nationality: Egyptian.
- Date of birth: 1/12/1997