

# Ehab Elwakeel

Deputy Finance Manager



## CONTACT AND INFO.



EGYPTIAN



26/3/1985



Jeddah, , KSA



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## COURSES

- **Studied** the CMA part one
- **Studied** part of the IFRS diploma
- **course** financial analysis
- **Course of** Construction Accounting.
- **Course of** Hotels Accounting
- **Course of** Internal Auditor.
- **Course of** Hospitals Accounting

## LANGUAGES

**Arabic:** Native language

**English:**

B2

Upper intermediate

## PROFESSIONAL SUMMARY

- **My experience in companies' fields** ((contracting - trading - medical - advertising - manufacturing -export - petrochemicals))
- **Implementations ERP** (SAP Business one - FOCUS- Onyx pro )
- **Prepare** financial statements & **financial data analysis**
- **Budgeting and forecasting** Finance Report
- **Managing bank trade transactions** (Letters of credit, Collection Documents, bank facilities)
- **Cash flow**
- **Internal Audit of** Finance and Operation Department
- **Coordinate and complete the** ((yearly monthly closing of accounts))
- **Contracting accounts** (suppliers/subcontractors/cost centers/cost)
- **preparing the audit requirements** with the external auditors

## EDUCATION

- **Bachelor of Commerce /Accounting Helwan University 2007**

## CERTIFICATIONS

*Fellowship of British-based financial manager (CFM)*

*By Global Association for Quality Management (GAQM)*

*Certificate Number 88707*



## WORK HISTORY

**Acting Financial Manager**

**01/2021 - Current**

**ACO Group. (KSA Branch – Egypt Branch -Alim factory)**

**Chief Accountant**

**06/2015 - 12/2020**

**ACO for Petrochemicals Oil and Gas Co. (KSA) - Jeddah,**

- **Managing and Preparing** company financial statements
- **Considering reviewing** (costs, expenses, revenues)
- **Planning and directing** the Finance team
- **Managing the overall operations and activities of the Finance Department**
- **Prepare financial reports in accordance with company policies and instructions**
- **coordinating with the external auditors and preparing the audit requirements**
- **Direct work with other departments within the company and discuss the company's goals and future plans**
- **Contribute to planning and decision-making processes**
- **Data analysis and financial information**
- **Contact with banks and other government agencies**
- **Preparing financial budgets and following up**
- **Organizing and preparing annual inventories**
- **Closing accounts monthly and yearly**
- **Review all entries and related documents**
- **Prepare cash flows and forecasts**
- **Analyze the differences between expenses and revenues**

## Skills

### Advanced

- **ERP System** (SAP Business one / focus / Onyx pro / OPEN ERP)
- **MS** Excel
- **MS** Word
- **MS** PowerPoint
- Internet Browsing

## Chief Accountant

02/2013 - 05/2015

### Nabd medical holding co (KSA) - Jeddah,

- Preparing all financial statements monthly and yearly
- Coordination of annual audits
- Organizing and preparing annual inventories
- Managing and following up on the daily operations and tasks of the Finance Department
- Prepare cash flows
- Supervising the payroll account and all expenses
- Work directly with the finance team and financial manager
- Closing accounts monthly and yearly
- Review all entries and related documents
- Preparing and reviewing general ledger

## Senior Accountant

08/2010 - 12/2012

### Al Roadian Group for General Contracting (KSA - Hafar Al-Batin Riyadh, )

- *Preparing accounts (suppliers/ subcontractor /cost centers/cost report)*
- *Daily banking transactions (trade facilities- transfers - bill payments, etc.)*
- *Checking and review of recording (asset, liability, revenue, and expenses) by selective comparison*
- *Checking and review of bank transactions and preparing monthly bank and cash reconciliations*
- *Coordinating and maintaining relationships with auditors and banks.*
- *Update financial data in databases to ensure that information will be accurate and immediately available when needed*

## Accountant

08/2008 - 06/2010

### Al Tayseer Company (10th of Ramadan city) EGYPT

- *handle the full accounting cycle. (A/R, A/P, Petty Cash, banking) and review general ledger journal entries. Working by IFRS*
- *Preparing Account Receivable / Payable*
- *Preparing Monthly Payroll*
- *Preparing fixed assets & assets depreciation*
- *Preparing bank transactions and preparing monthly bank and cash reconciliations*

