

Bahy Khalil

Accounting Asst. Manager

Experience in various areas including, but not limited to: financial statements and reporting, accounting policies and procedure, taxes, auditing, capital and operating budgets, financial analysis/planning and business process improvements.

Personal Details

Address

Jeddah – Saudi Arabia

Phone

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E-mail

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Date of birth

1989-07-01

Nationality

Egyptian

Languages

Arabic: Native



English: Advanced



Skills

Financial statements



AP and AR management



Internal controls



Audit support



Forecasting & Budgeting



Work History

2017-12 - **Accounting Asst. Manager**

Current

Basamh Trading & Industries Group (FMCG Sector),
Jeddah



- Manage and oversee daily operations of accounting department and ensure that are recorded according to finance and accounting standards
- Monitor and analyze accounting data and produce monthly and yearly financial reports
- Lead the team in different aspects of accounting
 - Payable: Implemented automated payments
 - Receivable: Implemented automated invoices
 - Inventory: Implemented more efficient physical inventory procedures
 - Banking: Deal with the relationship managers
 - Asset: Track capitals for timely asset capitalization
- Apply adequate financial and operational policies & procedures between accounting department and other departments
 - reduced the production time from four days to two in one of the factories
 - cut down paperwork by 50%
- Successfully manage the annual budget and deal with the departments and generate all related reports
- Verify and submit Value Addition Tax (VAT) reports & Withholding Tax reports on monthly basis, and responsible for all communications with ZATCA
- Monitor monthly payroll and ensure all integration with FI module
- Handle monthly closing process and make sure all corporate deadlines are met
- Analyze variances and produce reports to be submitted to top management
- Liaise with external auditors and prepare reports in response to their demands
- SAP Implementation and control FICO Module configuration

Skills

Tax law understanding



Financial Management



Software

SAP S/4HANA & Fiori



Adaptive Analysis



Noria ERP



SMACC



Fidelio system



2015-12 -
2017-12

Senior Accountant



شركة الرياض للاستثمار
Riyadh Investment Company

Ramah Aluminum Factory - Riyadh Investment

Group (Construction Sector), Riyadh

- Handle monthly journal entries, accounts and various ledgers
- Monitor and control accounts payable
- Control banking (LC's, L G's, Loans etc...)
- Check prepaid expense, accrued expenses based on the calculations on monthly basis
- Reconcile clients' accounts, billing discrepancies
- Control, analyze the inventory & prepare reports (slow / fast moving items planning)
- Reconcile GL accounts and resolved variances for monthly closure procedures.
- Control payroll with labor Cost, sales commission, marketing expenses, asset depreciation etc...
- Manage sales representative gross receipts and monthly sales or marketing expenses
- Complete year-end closing processes with controllers and external auditors
- Generate monthly reports and balance sheet compared with budget
- Prepare audit requirements
- Noria ERP implementation and developed effective accounting systems

2014-07 -
2015-12

General Accountant



O2runSystems Co. (Trading Sector), Riyadh

- Handle journal entries and complete general ledger operations
- Issue sales invoices and follow up the collections
- Deal with payments, receivables accounts and affiliated accounts
- Prepare monthly bank reconciliation
- Apply cost accounting methods to achieve accurate representation of cost center performance
- Control inventory and periodic inventory and assign instructions for annual inventory
- Prepare timesheets and payrolls for employees
- Prepare company's monthly, quarterly and yearly reports
- Implementation of accounting system (SMACC).

2012-12 -
2014-07

Accountant



BUKHAMSEEN HOLDING

Eastern Trading & Contracting - Bukhamseen Holding (Construction Sector), Dammam

- Responsible for accounts payable transactions
- Match purchases module POs and GLs posting accounts
- Book inventory invoices and petty cash
- Follow check requests and process payments
- Monitor suppliers' aging
- Reconcile suppliers' statements.
- prepare various documents and reports
- Document cash, credit, fixed assets, accrued expenses and line of credit transactions
- Reconcile accounts and review expense
- Handle day-to-day accounting processes to drive financial accuracy

2011-12 -
2012-12

Accountant



Savoy Hotel (Hospitality Industry Sector), Sharm ElSheikh

- Calculate labor and overhead rates, annually updating costs
- Assist with month-end closing procedures, journal entry review, balance sheet analysis and monthly management report preparation
- Design monthly and annual budgets
- Work with management at project level to achieve expense plans

Education

2007- 2011

Bachelor of Commerce: Accounting

Tanta University - Egypt

2011

International Computer Driving License- English

Tanta University - Egypt

2019

KSA Tax & Zakat Seminar

Price Water House Coopers - Saudi Arabia

2020

SAP FI Configuration & End User Course.

SES - Saudi Arabia