



WALEED Wafa

PROFILE

Experienced and proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Capable of handling detail-oriented work in methodical and organized fashion. Seeking challenging, growth-oriented position where field expertise, resourcefulness and diligence can make positive impact on business operations.

CONTACT

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SKILLS

ERP Systems	90%
MS Office	80%
Arabic Language	100%
English Language	70%

EDUCATION

Al Zagazeg University - Al Zagazeg, Egypt
1998
B.Sc. in Finance and Accounting

WORK EXPERIENCE

Mohamed Al Habib Real Estate Investment Co. - Riyadh, KSA

General Ledger and Costing Manager
June 2021 – Present

- Ensure an accurate and timely monthly, quarterly, and year-end accounting close
- Develop and maintain financial record keeping and reporting systems
- Preparing monthly, quarterly, and annual financial statements; assisting with regulatory reporting as applicable
- reviewing appropriate ledger entries and reconciliations
- Maintaining the general ledger system
- Review monthly prepaid and fixed asset roll forwards and related schedules
- Review and monitor accounts payable sub ledger details and aging.
- Review bank reconciliations and corporate credit card reconciliations.
- Coordinate with all the functions to ensure the completeness of the period related expenses and related accruals, prepayments, provisions, other debit & credit balances.
- Provide the necessary samples & analysis required during the quarters & year-end external audits.
- Develop, implement, and maintain internal financial controls and procedures.
- Lead ad hoc projects and work as part of a cross-functional team.
- Coaching and developing the GL accounting team.
- Perform other duties as assigned

Treasury Manager
April 2016 – May 2021

- Manage, and supervise all aspects of cash flow
- Forecast daily cash requirements for the subcontractors and vendors and execute daily financing decisions
- Determine the Company's goals and risk tolerance
- Review and recommend changes to the investment policies based on the market conditions
- Prepare and monitor the company's various cash flow forecasts.
- Evaluate, develop, and implement cash management systems to optimize efficiencies
- Understand and manage appropriate accounting procedures and processes
- Manage relationships with financial service providers like banks and negotiating fees and rates.
- Monitor bank service fees and address quality issues
- Meet with cash management banks to plan cash management vs. Company's needs
- Evaluate alternative long-term borrowing strategies and make recommendations in accordance with the capital structure guidelines
- Manage, direct, and develop Cash Management staff
- Recommend, implement, and maintain process improvements
- Provide technical and other support for projects as needed
- Support and participate in Company's Strategic Plan activities
- Perform additional duties as directed by the management

PERSONAL INFO.

Data of birth: 23/08/1976
Nationality: Egyptian
Marital Status: Married

HOBBIES

Reading Researches
Travelling
Out Door Activites

Accounting Manager

July 2010 – March 2016

- Responsible for supervising correctness of financial statements and advising on matters related to accounting / financial reporting in accordance with IFRS.
- Periodic management reporting and analysis preparation.
- Process owner of budgeting and forecasting.
- Arranging periodic reviews of A/R, A/P and inventory with relevant commercial colleagues and follow up on actions will be required.
- Manage fixed assets reports and prepare disposals and depreciation.
- Coordination with internal and external auditors for any financial information could be required.

Senior Accountant

April 2002 – June 2010

- Verify, allocate, post, and reconcile accounts payable and receivable.
- Produce error-free accounting reports and present their results
- Analyze financial information and summarize financial status
- Review and recommend modifications to accounting systems and procedures
- Provide input into department's goal setting process
- Prepare financial statements.
- Direct internal and external audits to ensure compliance
- Support month-end and year-end close process

Royal Home Group - Cairo, Egypt

Senior Accountant

April 2000 – March 2002

- Responsible to manage daily petty cash
- Manage bank reconciliation Prepare monthly salary for all employees
- Account receivable
- Account payable
- Prepare weekly and monthly cash flow report.

Gamal Ghania – Public Accountants & Consultants- Cairo, Egypt

Accountant

December 1998 – December 1999

- Trainee and perform what the supervisor guides me to do

PROFFISIONAL SKILLS

- Working on (ERP) solutions (Oracle NetSuite)
- Detail-oriented, efficient, and organized
- Professional with experience in accounting systems.
- Possess strong analytical and problem solving, with ability to make well thought out decisions.
- Resourceful in the completion of projects, effective at multi-tasking.
- Excellent command for computer applications including spread sheets, write memos & reports.
- Organize works & set priorities to meet deadlines.
- Ability to learn quickly & handle a large volume of work.
- Ability to work under pressure and prioritize to meet tight deadlines.
- Highly trustworthy, discreet, and ethical.