**Waleed**

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**Work Experience (Saudi Arabia) :**

**Holding Company - Nov., 2009- Present**

1. **Zohoor Al Reef Trading Co.& Durance Trading Co. and Le Verage Shop Co.(France)**

Trading Company Marketing of Consumer Goods, Import, Distribution, Retail and Franchise in Saudia, Bahrain, Kuwait, Qatar and Duabi.
Capital: 175 Million Riyal
Business Turnover: 200 Million Riyal Saudi
Number of retail stores: 245
Number of employees: 550

September 2010- Present : Chief Accountant, main objectives include providing accurate financial data that is useable by the top management, as well as timely analytical bulletins. To reach those objectives, the following tasks are carried out:

* Preparation of Monthly and Annual Financial Statements (Income Statement, Balance Sheet, Cash flow Statement) for each company as separately.
* Works with various departments in budget preparation, implementation, and control.
* Monitors and evaluates budget and cash flow for appropriateness to ensure fiscal

solvency and accountability.

* Preparation of Monthly –End Files including variance analysis, analytical review procedures and management reporting information.
* Preparation and analysis of monthly financial KPIs.
* Coordination of statutory account preparation including liaising with external auditors .
* Evaluation and implementation of new accounting developments, both technical and system based.
* Set up proper accounting related transactions and filing process.
* Responsible about the accuracy & management of the accounting transactions.
* Internal control for all financial and accounting transactions.
* Oversee the accounting transactions posting in the system.
* Responsible about the observance of finance department and the finance transactions with company standard policies and procedures.
* Coordinating with various departments to accomplish smooth flow of accounting transactions.
* Appropriate management of the company cash flows, operating

fund requirements, assistance /support to projects in managing their financial needs.

* Monitor all Accounts Receivables and Accounts Payables related issues, A/R and A/P Ageing reports.
* Approve /Recommend Credit to customer, placement of stock orders, hiring of employees as per budget, purchase of fixed assets and manage local / foreign payments.
* Monitoring and protecting the company assets and inventories.
* Managing of risk especially insurance cover, currencies, duties&taxes, fines and penalties.
* Support business unit heads in budgeting, projections, forecasting and business plans.
* Understanding and comply with company vision mission and values.
* Providing necessary data to financial controller to meet timely executed of financial reports.
* Discussing and suggesting policies and procedures with financial controller.
* Perform any other tasks that may be assigned from time to time by Financial Controller.
1. **Durance Trading Co.**

Trading Company Marketing of Consumer Goods, Import, Distribution and Retail

Capital: 1 Million Riyal
Business Turnover: 2 Million Riyal Saudi
Number of retail outlets: 13
Number of employees: 25

November 2009–September 2010 : Chief Accountant, main objectives include providing accurate financial data that is useable by the management, as well as timely analytical bulletins. To reach those objectives, the following tasks are carried out:

* Preparation of the monthly and annual financial statements (Income Statement, Balance Sheet, Cash flow Statement).
* Managing the payments and collections.
* Managing and classifying the transactions before Journal Entry.
* Implementation of financial plans, meeting the objectives set out from the Finance director.
* Managing more than 3 banks.
* Maintenance of daily cash.
* Managing account receivables.
* Preparation the ageing report for accounts receivables.
* Managing an account department, include the day to day operations.
* Controlling employees accounts.
* Preparation of various analytical reports that are required from time to time by the top management, example: variance between budget and actual for operating expenses.
* Re-Evaluation of the trading conditions by comparing between them for the actual suppliers with the future and/or proposed suppliers.
* Carry out Inventory –General Ledger reconciliation and ensure inventories are valued accurately.

**Egyptian Post(Egypt)**

Branch Manager, Post Office

October 2001 – October 2009

* Managing the Liquidity that would support the service, including employees pension payments, out of station drafts, and customers savings accounts.
* Solving problems that occur as a natural result of the daily activity. These problems include system drops, customer care, and employees’ matters.
* Training of employees on new services, such as “Swift Drafts”.
* Preparation of monthly financial reports.
* Preparation of Year End Transactions related to the customers savings accounts. This includes auditing the accounts.
* Internal Audit of the branch.
* Monitoring dispatch and receipt of cash to and from the headquarters.

**Regency Travel , Tourism(Egypt)**

Branch Accountant – Sharm El Sheikh

Sept. 2000 – Sept. 2001

* Maintaining Cash & Bank Accounts; both in US Dollar and Egyptian Pounds.
* Cost Accounting of the tours.
* Preparing all Journal Vouchers.
* Checks and monitors the Manual Check record book to ensure that the running sequence is accounted .
* Preparing the monthly cash flow so that an optimal cash position is achieved.

**EDUCATION:**

* CMA (Certified Management Accountant) in 4 part system. In 2010
* 2 year post graduate special diploma in Auditing. Ain Shams University, mention Very Good, 2005. Cairo, Egypt.
* 4 year Bachelors of Commerce from Helwan University, mention Good, 2000. Cairo, Egypt.

**Skills:**

* User of ERP, AccountMate, SMACC and Fidelio.
* User of Computer and Microsoft Office Application.
* Speaking of Arabic and English.
* Motivation , Time Management, Organized.
* Systematic Approach to All Tasks, Professionalism, Flexible Communication Skills.

**Courses Obtained and Training:**

* Sound knowledge of IFRS accounting , Convergence of SOCPA to IFRS.
* First Level of Italian Language Course.
* General English Courses in American University.
* Golden five City – Hotel,Hurghada as Accountant.
* Eiffel Tower – Hotel,Hurghada as Front Office Cashier.

**Hobbies:**

* Reading, jogging, football (soccer), pool

**Other Information and Main Achievement:**

* A member of American Institution of Management Accountants (**IMA**).
* A member of the group Certified Management Accountant (**CMA**) in website.
* The ability to create a tree accounts for the accounting programs ( Chart of Accounts),

depending on company activity .

* Familiarity with the use of financial ratios and analysis of financial position, strengths and weakness, opportunities and threats for firms.
* Interested in follow –up forums on internet regarding the accounting treatments (GAAP).
* Interested in the follow-up of capital markets and new concepts in finance, economics.
* Interested in reading financial reports of big companies.
* Interested in reading the international accounting standards.
* Leading, controlling& guiding accountants and accountants working.

**References:**

Available upon Request