

KHALED YOUSSEF EL SAYED

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CAREER OBJECTIVE

Versatile team player eager to contribute a strong finance, accounting, & administrative background toward actively supporting the success of a progressive organization offering opportunities for growth in exchange for superior performance.

PROFILE

- Over a 6-year background in accounting and finance, with experience ranging from P&L/financial statements, management reports, general ledger, and journal entries to multi-state payroll, accounts payable/receivable, reconciliations, inventory variances allocation, and job costing
- Effectively identify, develop and execute strategies to boost productivity, efficiency and quality
- Dynamic organization, project planning, time management, and multi-tasking abilities
- Actively facilitate and contribute to collaborative team environments and welcome increasing responsibilities as well as opportunities for professional development
- Readily adapt to new professional settings/industries and adeptly acquire and apply new skills and knowledge toward supporting company goals.

Professional summary

- Highly-accomplished, hard-working and energetic individual with experience in creating financial statements and annual budgets, as well as managing various tasks related to everyday financial activities. Possess fine-tuned problem-solving skills, developed through experience and knowledge. Qualifications include a bachelor's degree in accounting, and a deep understanding of accounting methodologies. Proven interpersonal and communication skills, to maintain professionalism at the workplace. Computer proficiency includes Microsoft Office and computerized accounting software.

PROFESSIONAL EXPERIENCE

Company **Ceaser Marketing Management) Dubai** Nov 2016 – present.

Finance Manager

- Follow-up on payments and customer support. - Sends monthly SOA to customers, including reminder on overdue and next due payments. - Provide quick support to the customers on their queries, request for SOA, invoice copies etc. - Coordinates with the brand on collection strategy and contacts the customers' finance department to chase for payments. - Pro-actively alert in delay in payments and situations which could lead to bad debt. Production of accurate and timely reporting, including: - Bi-weekly ageing report sent to the brands, - Monthly credit report (DSOs, main overdues, comments…) Monthly closing - Support monthly closing activities by booking of all receipts and credit note/invoices on time, before the deadlines. - Preparation of schedules related to AR: unidentified payments, expenses to be recharged, bad debt.

Company **Ahmad Abo Dan General Trading LLC COMPANY) Dubai** 2014 – Oct 2016.

General Accountant.

Accounts Payable Specialist/Payroll Specialist/Accounting Specialist

- Ensure that all duties and responsibilities are performed in accordance with all relevant Policies and Procedures.
- Review all suppliers' invoices, ensuring compliance with applicable policies and procedures.
- Ensure all the received invoices are authorized for payment as per the procedure and related supporting documents are correct as well as complete.
- Book all the creditors' invoices through the system after attaching relevant LPO, agreement/contract, and other supporting documents.
- Ensure all the costs are allocated properly to the respective Cost Centers through the pre-determined list of cost centers.
- Follow the accounts payable monthly closing check list ensuring proper and timely accounts payables monthly closing process/procedures.
- Using Microsoft Dynamics AX System & Tally ERP.

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Company **OGEC (OUAIS GROUP ENGINERING CONTRACTING) Dubai** 2012 – 2014

General Accountant

Accounts Payable Specialist/Payroll Specialist/Accounting Specialist

- Apply sharp organization, analytical and multitasking abilities toward managing accounts payable, general ledger transactions, accounts receivable, daily invoicing, cash posting, and multiple account reconciliations.
- Proficiently handle full-cycle accounts payable for over 2000 vendors, with accountability ranging from weekly check processing and GL coding to account reconciliation and allocation.
- Process bi-weekly payroll for over 1000 employees nationwide.
- Facilitate sales order process from initial receipt, confirmation and updating through timely delivery.
- Demonstrate dynamic leadership skills in training and directing team members.
- Strategically developed innovative order process and procedures that has been adopted by company and remains in use to date.
- Bank Reconciliation.
- End of Year Adjustments.
- Financial Reports such as BS & IS.
- Using Oracle System& Al Amen.

Company Name **RMK The Experts Vocational Training** Dubai Jan 2011 - Dec2011
General Accountant

- Efficiently managed payables and receivables including reconciliations, payroll and general ledger functions.
- Posted, reconciled and allocated inventory variances to general ledger for corporate office as well as multi-state.
- Payroll (WPS).
- Process AP invoices (Po matching & Non-PO matching) including staff payments, petty cash etc.
- Entering AR invoices & Receipts
- Settling Intercompany Receivable/ Payable
- Passing journals in General Ledger
- Ownership of fixed asset module (end to end).
- Preparing Bank reconciliation.
- .Periodical visits to the branches/departments to ensure that the policies and procedures specified are being followed and to identify any control weakness.
  - Using Microsoft Dynamics AX System & Peachtree.

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Company Name **Nabaa Al Majad Construction L.L.C** Dubai 2008 - 2010،
General Accountant

- Compiled and prepared detailed financial statements, management reports and journal entries.
- Developed and produced Excel spreadsheets for P&L, balance sheet, income summary, and trial balance.
- Productively managed multi-state payroll processing.
- Significantly improved accounts payable/receivable operations by developing and implementing proactive workflow procedures.
- Understand completely all policies, procedures, standards, specifications, guidelines and training programs;
- Using Microsoft Dynamics AX System & QuickBooks.

EDUCATION

Bachelor of Commerce in Accounting Department July 2005 **Mansoura University, Egypt**

Computer Awareness & Training Courses:

ICDL International Computer Driving License.
Certificate Cash Flow – from HP LIFE E-Learning
Certificate Inventory Management – from HP LIFE E-Learning.
Certificate finding funding – from HP LIFE E-Learning.
Certificate Customer relationship management (CRM) – from HP LIFE E-Learning.
Certificate Managing contact information – from HP LIFE E-Learning.

Personal Information:

Address	: Dubai, UAE	Mobile	: 055-1406057
Email	: beauledo@msn.com	Date of Birth	: 21-sep-1983
Marital Status	: Married	Nationality	: Egyptian
Driving License	: Valid UAE D/L	Passport No	: A11473908
Visa Status	: Employment Visa with NOC		