

## RESUME

# Sameh Mohamed Ahmed Khalefa

## Auditor CPA and Chief accountant

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26/05/1986      Egyptian



## SUMMARY

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15years of experience in financial management and leadership of a team that achieves the management strategy, monitoring and presentation the financial position and financial performance of the company , Protection of the company's assets and developing its resources, participating in planning and decision-making.

## EDUCATION

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Faculty of commerce, Accounting department, Bachelors degree, EGYPT, 2007  
Accounting, English and Microsoft Office courses

## PERSONAL SKILLS

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Leadership-Communication - Finding a solution to challenges and adaptability to meet the demands of an ever-changing business environment - Strategic thinking -Decision making

## WORK EXPERIENCE

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### Chief accountant

NC Company for Commercial Investment

• 2020 – JULY 2021

Preparation and presentation of financial statements in accordance with **IFRS** international financial reporting standards

Financial system development using **ERP system**

Ensure adherence to company's policies and procedures and coordination in audit procedures

Liaising with the Heads of Departments to improve quality control and collect data for monitoring financial position

Leading a team through the head office and branches

Supervising the daily financial operations and post journal entries

Preparation monthly, quarterly and annual accounting reports to management

Perform project cost forecasts/budgets, cost tracking, monitoring and controls

Ensure that all the necessary documents are requested, collected and compiled

### External Auditor

Saif office **CPA** Certified Public Accountant

• 2017 - 2020

External Auditor CPA

Continuous communication to maintain the growth of office customers

### chief accountant

Eram Group (restaurants & catering & Hotels and exhibition)

• 2015 - 2017

Accounts management & preparation financial statements and Budget

### Senior Accountant

Alkadi contracting and real estate company.

• 2012 - 2015

Book keeping and reconciliation using libra SQL System- Preparation reports and financial statements

## Accountant

Sarem contracting company

• 2009 - 2012

Book keeping and daily journal entries using Ameen SQL system

Fainancial reports & Guarantee Letters & Bank Facilities & Company Classification

## Accountant

El mansoury Group

• 2007 - 2008

data entry

## LANGUAGES

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English: 65%

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Arabic: main

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## STRENGTHS

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### International Financial Reporting Standards

Preparation and Presentation of the financial statements in accordance with **IFRS**

### Analysis and Planning

Analyzing the financial statements to evaluate the company's position and providing the necessary reports that help in developing plans and decision-making

### Financial System -ERP system -SQL system

Establishing and developing the financial system & chart of accounts & accounting cycle and linking branches using ERP System

Proficiency with MS Office applications

### fields

Experience in the fields of (commercial and stores - restaurants - hotels and exhibitions - real estate & contracting - manufacturing - etc..)

### other

Contracts of companies establishment and requirements -Bank facilities -Letters of guarantee -Companies Classification

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