

Mohamed Shehata Eltokhey



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Summary

- #+12 years of experience in Financial Accounting , planning, Administration & Reporting in Egypt and Saudi Arabia
- # Recorded and analyzed financial information of companies and have been involved in the budgeting, performance evaluation, cost management, and asset management
- # Had participated in the analysis and interpretation of the financial information that corporate executives need to make sound business decisions
- # Handed-on experience in reviewing balance sheet and profit & loss accounts at unit level and ensuring integrity of all the reported financial statements
- # Skilled in audit assignments: pivotal in collating and validating inputs required for audits and sharing the same with the audit team
- # Coordinating for queries raised by auditors and successfully completing audits within agreed time frames
- # Working on ERP programs Oracle , Sap , Odoo and Tally

Experience

Senior Account Executive



Eagle for Contracting , Ready Mix and Real Estate

Jan 2020 - Present (10 months +)

- Keep and monitor the accounts of vendors and Customers
- Make accounting journal entries
- Get approval for promotional work.
- Handle budgets and manage campaign costs.
- Invoice clients.
- Write detailed reports.
- Create focus groups.
- Identify new clients.
- Participate in creating and presenting pitches.
- Communicate and build marketing campaigns with business owners.
- Prospect, negotiate and close agreements.

Oracle Consultant



ELMOTARED LTD

Mar 2015 - Jan 2020 (4 years 11 months)

- Managed weekly check run including receiving all check requests, expense reports and verified that all are in compliance with financial policies and procedures.
- # Monitored and managed the budget and administrative policies & procedures follow company compliance.
- # Assisted the Controller with quarterly close including preparation of journal entries and distribution of financial reporting .
- # Assisted the Finance Manager with annual audit and all annual filings including state charitable registrations.
- # Responsible for completion of monthly financial closing process.
- # Managed database and systems for recording and tracking grant proposals and reports.
- # Coordinated the accounting staff and project technical consultants in implementing Oracle Financials
- # Assisted the technical consultants to understand the customer accounting requirements to customize the functions and reports.

General Accountant



Abdali Est.

Apr 2011 - Mar 2015 (4 years)

- Administered reconciliation and journal entries.
- Investigated and resolved outstanding issues , Implemented accounting standards.
- Advised on resource operations, Zakat (Tax) policies, accounting procedures and budget forecasts.
- Prepared data, analyses, and variance explanations and coordinated with the sales
- Computed and prepared journal entries, •Monitored general ledger to ensure integrity of data.
- Managed to reconcile Accounts Receivable, deferred revenue, and balanced cash and reserves.
- Reviewed monthly inventory reports and calculated usage costs tracking purchases.
- Prepared financial statements for subsidiaries in coordination with external auditors.

Site Accountant



Rooya Group

Jul 2010 - Apr 2011 (10 months)

Handling Assets, Petty Cash and Inventories

Preparing Accounting Vouchers and Payable Forms for approval

Ensuring approval workflow for each document

Preparing the monthly accounting closing for the group

Analyzing costs and expenses variations Improving account processes

Executive Secretary



Rooya Group

Jun 2009 - Mar 2010 (10 months)

Extensive experience of construction office administration and clerical activities

Sound knowledge of construction industry practices and applicable regulations

Commendable knowledge of documentation procedures, customer service tactics and phone etiquette

Proficient in using Microsoft Office software and construction hardware

Ability to handle and complete all assigned tasks, in a timely manner

Ability to operate a variety of office equipments like copier, computer and fax machine

Accountant



AAI Albit For Trading

Oct 2007 - Jun 2009 (1 year 9 months)

Assisted in making the internal and external audit reports. Monitored the accounts payable and accounts receivable.

Maintained the forecasted profit and cash flow management. Maximized the cost and margins to meet financial targets.

Developed clear, precise, and accurate financial statements.

Education



Benha University

Bachelor of Commerce - BCom, Accounting 2003 - 2007

Licenses & Certifications



Accounting By Computer Diploma - The Egyptian Institute For Accountants & Auditors



Financial Accounting Diploma - Oxford College of Marketing



Human Development - British Language & Computer Institute



Marketing and Customer Services - British Language & Computer Institute



ICDL Information and Communication - ECDL / ICDL Certification egypt000172693



Export practice - Foreign Trade Training Center "FTTC"



E-Business Suite (Financial Applications Track) Consultant Fin - NEXT Academy

Skills

Microsoft Excel • Microsoft Word • Team Building • Marketing • Human Resources • Financial Accounting • Auditing • Project Management • Strategic Planning • Accounts Payable • Fast Learning