



Khaled M. Shahhat

An enthusiastic, motivated and high energy driven professional aiming for middle level assignments in **Accounting & Financial Management**, preferably in **UAE**

Profile Summary

- ❖ **Achievement-driven Professional** with more than 3 years exposure including **3 years** in **General Accounting, Financial Management, Auditing & Taxation**
- ❖ In depth knowledge of **VAT** and related activities
- ❖ Potential in implementing **financial procedures & finalization of accounts** as per statutory requirements
- ❖ Resourceful at developing and implementing **financial and operational controls** that improves P&L scenario and competitively position the firm
- ❖ Possess expertise in **Advanced MS Excel** and knowledge of **Oracle, SAP, Tally** & several customized **ERP Software**
- ❖ Immense capability to **improve operations, impact business growth & maximize profits** through achievements in cost reductions, internal control & productivity improvements
- ❖ **Decision Maker** with effective communication, interpersonal & leadership skills along with aptitude to grasp **new concepts quickly and utilize the same in a productive manner**

Education

- ❖ **MINI MBA** from **IRAS** in **LONDON** 2016
- ❖ **Bachelor of Commerce & Business** .Adam in **EGYPT** "2012- 2016"

Technical Skills

- ❖ **Advanced MS Excel**
- ❖ **Quick Books**
- ❖ **Oracle**
- ❖ **SAP**
- ❖ **ERP Software**

Soft Skills



Team Player
Communicator
Techno Savvy
Hardworking
Quality Focused

Core Competencies

General Accounting

Financial Management & Budgeting

Statutory Compliance & Auditing

Taxation & Returns

IFRS, Accounting Standards & Regulations

Account Reconciliation

MIS Reporting & Documentation

Cash Flow Management

Team Building & Leadership

Organizational Experience - 3

Al wardian Elect. Contracting LLC. "Accountant"- Sharjah (DEC'18 - Present)

Duties:

- ❖ Generate Purchase order, maintain inventory for purchases by posting good receipt note.
- ❖ Pass entries for general Ledger, account receivable and accounts payable on receipt of invoice and do periodic reconciliation with customers and vendors.
- ❖ Perform stock analysis and provide report for inventory management.

- ❖ Implement, develop and improve document recordkeeping and accounting systems
- ❖ Screen the bank statements and reconcile them with general ledger entries
- ❖ Perform financial analysis of receivable and payable for cash flow management.
- ❖ Create daily, monthly and annual sales and expenditure reports to identify results, trends, and financial forecasts.
- ❖ Prepare and submit VAT filing to FTA.
- ❖ Inspecting financial statements and checking financial documents to catch errors, misstatements and fraud
- ❖ Audit financial statements as per IFRS and assess accounts for accuracy and regulatory compliance.



Organizational Experience - 2

Aymos surveillance systems & communication networks installation LLC. "Accountant" -Dubai
Duties:

- ❖ **sage one** software accountant
- ❖ Record all daily financial transactions & Reviewing that the books maintained comply with accounting standards
- ❖ Prepare tax returns and company accounts for auditing purposes on a regular basis.
- ❖ Manage accounts receivable and payable accounts.
- ❖ Processed and generated vendor & customers
- ❖ Experienced about all bank's transactions related.



Organizational Experience - 1

Access express delivering co. "Accountant"
Duties:

- ❖ Handled checks in , out & cash flow in ,out reports all to up manger
- ❖ Prepare income statements and general ledger & Performed expenditure and revenue account
- ❖ Verifying the accounting treatment of the books of account & examining whether VAT credit is available on various inputs, compilation of entity with **VAT rules & regulations**
- ❖ Evolving best practices for preparation & maintenance of financial records
- ❖ Preparing & updating Fixed Asset Register & Audit Reports and cascading the same to the management
- ❖ Scrutinizing salary expenses in accordance with employees' attendance record
- ❖ Calculated and prepared tracks receivables and reimbursement billings on a regular basis.



Courses & trainings and extracurricular activities.

E-Marketer intern at AWTAD CO. from 7/2016 to 10/2016

Marketing & BR Rep at Sama el Baraka co. from 2013/6 to 10/2013

CO-Founder at "POM" student activity at "Beni Suif University"

Head of entrepreneurship committee at "Masr T3amal"

Business development & project management Trainee (at ECO For 2 months).

Diploma in Financial accounting & manual accounting, E business suite user.

Personal Details

Date of Birth:	02 th Jan 1993
Languages Known:	English& Arabic
Nationality:	Egyptian
Passport No.:	A21919834
Marital Status:	Single
No. of Dependents:	3
Visa Status:	Employment Visa
Driving License:	yes