

Amr Maher ElKholy

Senior Accountant | Assistant Accounting Manager

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SUMMARY

Results-driven Senior Accountant & Assistant Accounting Manager with 13+ years of expertise in financial management, taxation, payroll processing, and supplier accounts, primarily within the construction and landscaping industries. Adept at streamlining financial operations, implementing ERP systems, and ensuring compliance with regulatory standards. Experienced in cost control, budgeting, and internal auditing, providing strategic insights to support executive decision-making and enhance business performance. Committed to optimizing financial workflows, improving reporting accuracy, and fostering financial sustainability.

CAREER OBJECTIVE

To contribute my extensive accounting and financial management expertise to a progressive organization, ensuring financial accuracy, regulatory compliance, and cost efficiency. Seeking a leadership role where I can apply advanced financial strategies, implement effective internal controls, and support business expansion* through innovative financial solutions and data-driven decision-making.

WORK EXPERIENCE

Senior Accountant | Assistant Accounting Manager

Moon Contracting Company – Hail, Saudi Arabia

November 2011 – Present

- Managed supplier and customer accounts, ensuring accurate reconciliation and timely payments while maintaining strong vendor relationships.
- Oversaw bank reconciliations, treasury operations, and employee advances, optimizing cash flow management and financial stability.
- Administered end-to-end payroll processing, including attendance tracking, allowances, deductions, and compliance with labor laws.
- Supervised inventory entries, adjustments, and monthly closings, implementing data-driven stock control solutions.
- Developed VAT and tax reports, ensuring full regulatory compliance and mitigating financial risks.
- Assisted in the preparation of financial statements and internal reports, providing executive leadership with strategic financial insights.
- Monitored cash flows and budgeting processes, supporting effective financial planning and corporate sustainability.
- Reviewed and validated accounting entries and system postings, improving accuracy and ensuring adherence to financial policies.
- Coordinated external audits, preparing financial documentation and ensuring compliance with industry standards.
- Led the implementation of DoubleClick ERP, streamlining operational workflows and optimizing financial management.
- Established internal controls and fraud prevention strategies, strengthening financial security and compliance.
- Enhanced cost-reduction initiatives, improving company profitability and financial efficiency.

EDUCATION

Bachelor's Degree in Accounting

- Faculty of Commerce, Tanta University – Egypt
- 2007 – 2011

CERTIFICATIONS & TRAINING

- **Diploma in Financial Reporting Standards (IFRS)** – Ongoing
- **Diploma in Accounting Software Applications**
- **Advanced Microsoft Office Suite** (Excel, Word, Outlook, PowerPoint)

TECHNICAL SKILLS

- Accounts Payable & Receivable Management
- Financial Reporting & Performance Analysis
- VAT, Tax Compliance & Regulatory Reporting
- Budgeting, Forecasting & Cost Control Strategies
- Bank Reconciliation, Treasury & Cash Flow Management
- Payroll Processing, Compensation & Benefits Management
- Internal Controls, Risk Assessment & Fraud Prevention
- Audit Preparation, Compliance & Financial Statement Review
- ERP Systems Implementation (DoubleClick, Odoo, SAP, Oracle)
- Advanced Microsoft Excel & Financial Modeling
- Financial Data Analytics & Business Intelligence Tools
- Corporate Finance & Strategic Financial Planning
- Cash Flow Optimization & Liquidity Management

PERSONAL SKILLS

- | | |
|--|--|
| • Strategic Thinking & Problem Solving | • Time Management & Deadline Compliance |
| • Attention to Detail & Accuracy | • Ethical Decision-Making & Integrity |
| • Leadership & Team Management | • Adaptability & Continuous Learning Mindset |
| • Effective Communication & Negotiation | • Analytical Financial Insights & Decision-Making |
| • Cross-functional Collaboration & Business Acumen | • Client Relationship Management & Vendor Coordination |

LANGUAGE

- Arabic: Native language
- English: Fluent

CERTIFICATE





جامعة طنطا
كلية التجارة

شهادة

تشهد الكلية بأن السيد / عمرو ماهر فتحي الخولي

المولود في الغربية سنة ١٩٩٠

قد حصل على درجة البكالوريوس في التجارة شعبة المحاسبه

دور مايز سنة ٢٠١١ بتقدير عام مقبول

بمجموع تراكمي ٣٢٢٦ درجة ثلاثة آلاف مائتين ستة وعشرون درجة
٥٣٠٠

وقد اعتمد مجلس الكلية النتيجة بجلسته بتاريخ: ٢٠١١/٧/٣٠ والمهزة
٩-١١/٨١٧

وقد أعطيت له هذه الشهادة بناء على طلبه .

رئيس شؤون الطلاب

المراجع

شؤون الخريجين

صفا



تحريرا في ١١/٩/١١

يعتمد

د / محمد ربيع زياتي

عميد الكلية

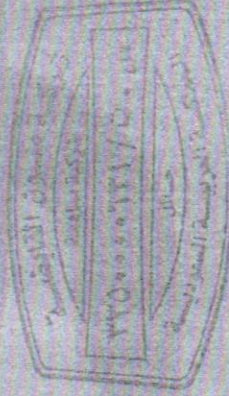
٣١٢٥٢

شهادة خبرة

بهذا تشهد: شركة مون القابضة بأن الموظف/ عمرو ماهر فتحي الخولي، مصري الجنسية، بموجب اقامه رقم (2316800248) يعمل لدينا بوظيفة محاسب اعتباراً من تاريخ 2011\11\16م و ما زال على رأس العمل حتى تاريخه .
 يتمتع الموظف عمرو ماهر فتحي الخولي بالتميز والنشاط في العمل وانجاز المهام الموكلة اليه بكفاءة واقتدار .

تمنياتنا له بالتوفيق والنجاح ، ، ،

الختم الرسمي



مدير الموارد البشرية
 سامي نهار الرخيص

• حررت الشهادة بتاريخ: 2025/04/30م
 • ملاحظة: أي كشط أو تعديل على الشهادة تعتبر لاغية

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