



Ahmed Radwan Elebrashy

Audit – Site finance – invoice verification

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EDUCATION

Bachelor of commerce English section, Menoufia University

October 2017 – June 2021

Grade: Very Good

Personal Summary

Ensure accurate review and tracking of all financial transactions across departments, support site operations in line with the project schedule, and coordinate with management to ensure timely fund disbursement. Also contributes to building systems that guarantee transparency and real-time monitoring of employee activities and protection of company rights.

WORK EXPERIENCE

Site Finance / Petty Cash / Auditor, CAP FRANCE BAT SA, SAUDI ARABIA

SEP 2024 – Till now

Petty Cash & Invoice Verification & Site Finance:

- Review all invoices from all departments before processing and submission to accounting.
- Manage petty cash funds on site, ensuring proper use and accurate record-keeping.
- Review and approve petty cash expenses, verifying that all expenditures are supported by valid receipts.
- Process, verify, and track all site-related invoices to ensure accuracy and compliance with company policies.
- Maintain organized records of all invoices and payment documents for audit purposes.
- Ensure timely submission of invoices for payment processing to avoid project delays.
- Reconcile petty cash balances regularly and prepare reports for accounting.
- Submitting analyses and reports related to the logistics section and the daily and periodic expenses at the site.
- Fully familiar with the work of the logistics department, maintaining effective communication with them, facilitating disbursement processes, and planning to reduce costs and achieve optimal results.
- Preparing a monthly summary of all site expenses, including spending on water, rentals, and vehicle repairs, and establishing an approved monthly budget for each site separately.
- Preparing monthly reports on the expenditures of each project across all spending categories, comparing them with previous months, and forecasting future expenses to reduce costs and improve quality and performance — ensuring that all expenditures are allocated appropriately and at the correct value.
- Conduct on-site visits to construction locations to monitor progress against the project timeline.
- Track the actual work on site and ensure it aligns with the planned schedule.
- Contribute and support the implementation of a system that enables real-time monitoring of staff activities and
- Communicate with management in case of unexpected site issues requiring urgent payments, and ensure funds are allocated promptly to avoid delays.
- Prepare daily and monthly reports covering all site-related expenses, including rentals, materials, and operations.
- Maintain a strong link between logistics, procurement, finance, and operations to keep workflow efficient and transparent.
- Ensure proper documentation and justification of all expenditures related to the site.



Purchasing accountant, Al-Hafiz Company, Cairo, Egypt**April 2023 – October 2023**

- Monitor inventory levels, identify purchasing needs, search for potential vendors, track orders, and ensure timely delivery. Update internal databases with order details (dates, suppliers, quantities, discounts) and conduct market research to determine pricing trends.
- Post and process journal entries to ensure all business transactions are recorded, accounts receivable are updated, invoices are issued, accounts payable are updated, reconciliations are made and assistance is processed in balance sheets, income statements and other financial data in accordance with legal, company accounting and financial guidelines.



Accountant at Accounting and Auditing office “Al-Kahky”, Behiera, Egypt**August 2021 - June 2022**

- Prepare asset, liability, and capital account entries by compiling and analyzing account information.
- Document financial transactions by entering account information
- Prepare financial statements and produce budget according to schedule
- Support month-end and year-end close process
- Contribute to a strong client relationship through positive interactions with client personnel

Skills:

- Financial Reporting:** The ability to create precise financial reports and statements for analysis.
- Accounting Software:** Expertise with accounting programs like Odoo, SAP business one, or QuickBooks.
- Communication Skills:** Effective communication with clients and stakeholders requires both strong written and vocal communication skills.
- Attention to Detail:** Careful handling of financial documents and the ability to spot mistakes.
- Invoice Verification & Payment Processing**
- Problem Solving & Decision Making**
- Petty Cash Management**
- On-site Monitoring & Reporting**
- Time Management & Multitasking**

COURSES

- -Financial Accounting system. -Human development course. -PFA- Professional Financial accounting.
- - FMVA in progress - Principles of Audit

Computer Skills

- Excellent in all Microsoft Office (Word, Excel, and PowerPoint) - Have ability to deal with various accounting software.
- Participate in financial standards setting and forecast process
- Advanced Excel.

Personal skills:

- Written and oral communication skills. - Exceptional organizational skills, Self-control.
- common sense for increasing productivity. - Strong awareness of business policies and atmosphere.
- Teamwork and respect for the chain command. - Commitment to work ethics, honesty, and integrity.
- Respect for instructions and listening with open hearts to constructive criticism. - Time and resource management.

Languages:

- Arabic:** Native
- English:** Excellent