

# **Khaled Kamal Othman Arafa**

**Riyadh, Saudi Arabia**

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## **Professional Summary:**

Detail-oriented Accountant with experience in banking, VAT, and financial reporting, seeking to contribute to organizational growth and financial accuracy.

## **EDUCATION:**

Bachelor of Commerce (Accounting), English Section Mansoura University, Egypt, 2019 (Good)

## **EXPERIENCE:**

**Accountant – Mizan Abdulhakim Al Odhaib for Car Maintenance Company - Riyadh, Saudi Arabia (Dec 2023 – Till Present)**

### ***Banking Department***

- Perform bank reconciliations and monitor all company bank accounts, transfers, and loans.
- Record accounting entries and review accounts for accuracy and compliance.
- Prepare monthly financial reports for the Finance Manager.

### ***Human Resources Department***

- Manage employee annual leave balances and end-of-service benefit calculations.
- Maintain and review individual personnel files.
- Handle employee advances and monthly installment deductions.
- Prepare daily and monthly HR-related financial reports.
- Review and reconcile HR accounts to ensure accuracy and compliance.

### ***Expenses Department***

- Process invoices, payment vouchers, and receipt vouchers.
- Record daily journal entries in the accounting system.
- Review expense accounts, intermediary accounts, and cash advances.
- Maintain proper documentation to support financial control and reporting.

**Accountant – Elmadina Company for Ready Mixed Concrete, Egypt (Sep 2021 – Dec 2023)**

- Prepared monthly VAT returns and issued tax invoices for clients.
- Reviewed suppliers' tax invoices and ensured compliance with VAT regulations.
- Actively participated in a 5-year VAT audit process.
- Prepared required tax reports and coordinated with the external auditor
- Managed supplier accounts, especially heavy equipment suppliers (mixers, pumps, loaders, generators, and rental vehicles).
- Followed up daily on leased heavy equipment operations.
- Prepared monthly reports for each equipment unit.
- Recorded all financial transactions in the accounting system.
- Reviewed each equipment account before issuing statements and confirming amounts due to lessors.

## **Teller – Tanmeyah Company for Micro Enterprise Services, Egypt (Jul 2020 – May 2021)**

- Managed all financial operations within the branch.
- Opened and closed daily journals.
- Disbursed loans to clients and collected installments and I-Score query fees.
- Recorded revenues, expenses, and all cash transactions in the system.
- Reviewed client files and documentation for accuracy and compliance.
- Contributed creative ideas to improve workflow and efficiency.

## **COURSES & CERTIFICATES:**

- ICDL – American Council, Mansoura (July – Aug 2019)
- PFA Certificate – International Distinction Academy (Sept – Oct 2018)
- Peachtree & QuickBooks Accounting Program – International Distinction Academy (Sept – Oct 2018)
- Accounting Excel – Consulting Group for Accounting & Auditing (June – July 2017)

## **EXTRACURRICULAR ACTIVITIES:**

### *Volunteer – 100 Million Health Campaign (Mar – Apr 2019)*

- Data entry for campaign categories.
- Organized crowd control and raised awareness to prevent congestion and infection.

### *Volunteer – Elkhir Youth Group (2015)*

- Collected donations and prepared Ramadan food packages for families in need.

### *Participant in Medical Caravans (2015)*

- Assisted in organizing medical appointments, locations, departments, and clinics

## **SKILLS:**

### **Technical skills**

- ERP systems.
- Financial Reporting.

### **Language Skills**

- Mother tongue Arabic.
- Very good English.

### **Computer Skills**

- Excellent in using Microsoft (word – Excel).
- Good in using Microsoft (PowerPoint – Access).

## **INTERESTS & HOBBIES:**

- Reading books.
- Photo shooting.
- Walking.
- Meditation, traveling and exploring new places.

## **PERSONAL INFORMATION:**

- Marital status: Single.
- Military status: Exempted.
- Nationality: Egyptian.
- Date of birth: 1/12/1997