

# Khaled Waleed



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☎ +971-54-5911505 📍 AL Ain, UAE 📅 20/09/1997 ⚭ Marital Status: Married

## CAREER OBJECTIVE

As an accomplished Accountant leader with extensive experience in working with multiple ERP Systems to optimize workflow, I am actively seeking a management role that allows me to drive internal growth, contribute to strategic development, and help achieve the company's overarching goals.

## WORK EXPERIENCE

### Accountant

📍 AL Ain, UAE

**1-Net Electro Mechanical Cont. Est.** 📅 July 2022 – Till Date

Installation of Power Distribution Network Equipment's Transformer

Cables & OHL in Al Ain & Regions (lot # 1) Contract # A-17820

#### \* Key Responsibilities

- Accounting procedures validation
- Managed payroll function for 200 employees
- Debt collection within 45 days and reduced receivables by 25%
- Assessed the organization's yearly budget and helped maintain the focus on quarterly budget goals with spending and cost reports
- Journal entry preparation
- Ensured inventory availability by building relationships with suppliers to
- Have resources necessary to meet clients' needs in less than 48 hours
- Inventory verification
- Processing checks and invoices

### Assistant Manager

**2-Khattab Educational Center**

Company Activity: Educational center

📅 January 2015 - December 2020 📍 Egypt, Mansoura

#### \* Key Responsibilities

- Established and successfully implemented efficient service process in over 15 dealerships
- Ensured quality control, managed routine tests and method validation, Reviewed reports, and trained and coached 20 employees
- Managed a team of 8 people including a team of 3 cleaning persons
- Consistently exceeded selling expectations on a monthly basis by \$18,000 while maintaining customer satisfaction, proven in reviews
- Worked closely with manager to provide effective assistance for specific aspects of business operation
- Managed and scheduled 16-20 employees

## EDUCATION

Bachelors, of Commerce

**University of Mansoura**

📅 2020

📍 Egypt. Mansoura

## RELEVANT COURSES

- Managerial Accounting Fundamentals
- Google Project Management: Professional Certificate
- محاسبة المخزون | Accounting for Inventory
- محاسبة الممتلكات والمنشآت والمعدات
- Creating a Budget with Microsoft Excel
- Organic Marketing: Facebook Groups for Small Businesses

## SKILLS & LANGUAGES

- MS Office
- QuickBooks
- Tally Prime
- Accounts Payable
- Accounts Receivable
- Expense Reporting
- Financial Reporting
- Arabic: Mother tongue
- English: Fluent

## PERSONAL CHARACTERS

- Good socializing skills
- Charismatic
- Cooperative
- Meticulous

## **Notes**

- **Valid UAE \_ Driving license**