

# Ahmed Hassan Elsharafy

- **Location:** Riyadh, Saudi Arabia
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## Objective

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A professional Accountant with hands-on experience in accounts payable, treasury, and full-cycle accounting across construction and technology sectors. Proven ability to manage vendor invoices, payment processing, and expense reconciliation using ERP systems while maintaining strong relationships with stakeholders. Experienced in banking operations, payroll processing, cash flow monitoring, and financial reporting with a high level of accuracy. Demonstrated capability in overseeing complete accounting functions including project-based financial tracking, petty cash management, and establishing efficient accounting systems and documentation processes.

## Education

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### Alexandria University

Bachelor of Commerce — Accounting Department (GPA: 2.959)

06/2020 – 06/2023

Alexandria, Egypt

## Professional Experience

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### High Point Technology

Accountant

2025 – Present

Riyadh, KSA

- Managed all banking transactions including transfers, payments, and account reconciliations.
- Prepared and reviewed bank statements and ensured accuracy of financial records.
- Processed monthly payroll, including salary transfers and cash disbursements.
- Handled issuance of bank guarantees and followed up with financial institutions.
- Managed employee compensation processes (cash and bank payments).
- Assisted in maintaining financial control over company cash flow.
- Managed the full accounting cycle from setup to reporting.
- Handled treasury operations including cash and bank transactions.
- Recorded and tracked construction progress payments.
- Managed petty cash and employee advances.
- Prepared invoices and monitored project-related expenses and revenues.
- Established accounting systems and financial documentation processes.

### Al Fouzan Trading and General Construction

Accounts Payable Specialist

2024 – 2025

KSA

- Reviewed and processed invoices for vendors and suppliers.
- Handled payment processing using Oracle ERP and Business Key tools.
- Maintained relationships with customers and vendors.
- Reconciled and analyzed expense accounts and reviewed employee expense reports.

## Courses & Certifications

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- CMA Part 1 — Financial Planning, Performance & Analytics (In Progress)
- International Computer Driving License (ICDL) v6.0 — Granted 25/08/2022 (Serial: ESA72006607266)
- Data Analysis with Excel and Power BI

## Technical Skills

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- ERP Systems: ERPNext, SAP ERP, Oracle ERP
- Productivity: Microsoft Excel (Advanced), Word, PowerPoint
- Reporting & Analytics: Power BI, Data Visualization
- Accounting: Accounts Payable, Treasury, Payroll, Bank Reconciliation, Cash Flow Management

## Personal Skills

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- Eager to learn and a strong self-learner.
- Excellent communication and explanation skills.
- Ability to adapt to dynamic work environments.
- Strong time management ability.
- Effective teamwork and collaboration.

## Volunteering

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- Volunteer Member at Resala — Clothes Sorting Committee (2016–2017), Communication Committee (2018–2019).

## Languages

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Arabic ●●●●●

English ●●●●○