

AHMED ELKHAWAGA

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Objective

Dedicated and detail-oriented Assistant Accounting Manager with over +14 years of progressive experience in accounting and finance across various industries. Adept at managing financial operations, supervising accounting teams, and generating in-depth financial reports and analyses. Seeking a challenging position in a reputable organization where I can utilize my skills in financial planning, reporting, and leadership to contribute to organizational growth.

Education

Bachelor of Commerce – Accounting Department

- Cairo University, Egypt
- Graduated 2007

Professional Experience

NEWGIZA for Real Estate and Development

Assistant Accounting Manager 5-2025: Until Now

Accounting Supervisor 5-2020: 5-2025

Senior Accountant 3-2018 :5-2020

- Budgeting & Costing.
- Supervised all aspects of AP & AR, including contractors, service providers, treasury, and client receivables, periodic financial extracts, including monthly interims and closing reports.
- Prepare & Managed budgeting and cost reporting for all departments processes to support strategic decisions.
- Prepare & Analyzing cost items related to salaries, transportation, inventory, Support service items, asset depreciation, water, electricity, and utilities consumption, and distributing costs to appropriate cost centers & Analyzed variances.
- Prepare maintenance fees and reports for clients.
- Preparing annual reconciliations and adjustments to accounting programs
- Delivered comprehensive financial reports and performance analyses to upper management.

Senior Accountant | KONOUZ Decoration & Contracting February 2015 – March 2018

- Directed AP & AR functions, ensuring accuracy of treasury transactions and customer accounts, Supervised store operations and branches, issuing financial reports for decision-making. Supported financial statement preparation including income statement, trial balance, and adjustments.
- Maintained accurate project cost tracking and reporting.
- Implemented internal controls to ensure compliance and reduce financial risk. Coordinated with auditors during internal and external audits.

Accountant | MIDDLE EAST for Contracting December 2013

- Managed on-site petty cash, ensuring accuracy and proper documentation.
- Controlled inventory and procurement operations.

- Prepared expenditure and financial reconciliation reports.
- Collaborated with HR to align financial records with employee contracts.
- Assisted in the monthly closing and reporting cycle.

Accountant | Voila Co. for Import and Export 2011 – 2013

- Recorded and reconciled sales and customer transactions.
- Monitored cash flows and inventory movement.
- Supported the preparation of daily and monthly closing.
- Handled VAT and taxation documentation.
- Ensured compliance with accounting standards.
- Prepared customer aging reports and collection follow-ups.

Accountant | Radwan Elogil Stores 2008 – 2011

- Issued customer invoices and tracked supplier accounts.
- Managed daily cash transactions and financial closure.
- Conducted periodic inventory counts and reconciliations.
- Maintained accurate records of receivables and payables.
- Prepared daily financial reports for store management.
- Handled all store accounting documentation and archiving.

Certifications & Training

- PFA Certificate – Accounting and Auditing Center (Dr. Mohamed Moawad) – 2008
- Advanced Accounting Basics – Arab Group for Accounting and Auditing
- IFRS In Progress
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Computer Skills

- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Data entry and database updating for safety logs and inspection reports

Technical Skills

- SAP (User)
- Oracle (User)
- Microsoft Excel (Advanced)
- Financial Reporting Software
- General Ledger & Accounting Programs
- Payroll and Inventory Systems

Personal Skills

- Budgeting & Financial Analysis
- Strategic Thinking & Planning
- Time Management
- Accuracy and Attention to Detail
- Self-Motivation and Quick Learning
- Planning and Organization

Languages

- English – Good (Professional Working Proficiency) Arabic – Native