

Ashraf Khaled

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OBJECTIVE

To Secure a Career Position as a Financial Controller

PROFILE

- 20 years of Accounting experience, Budget preparation, cash flow management, risk assessment and financial planning
- Highly experienced in hedging, derivatives (FUTURE, SWAP, FW contracts) and arbitrage
- Excellent organization and communication skills
- Proficient in MS Office suite: Word, Excel, Outlook, Oracle & BPCS.
- High precision and attention to details; accurate while producing quick and efficient results
- Excellent interpersonal skills able to work collaboratively with others
- High level of motivation, takes initiative and applies integrity to all tasks
- Co-managed Project Kick off meetings with client's assigned stakeholders.
- Provided advice and expertise from Risk Management perspectives regarding project deliverables
- Advised on contract formulation with respect to facilitating effective progress monitoring, scope change control and contract administration.
- Developed mitigation strategies to reduce risk by applying best practices.
- Led Preparation of bid proposal, Selection of Supplier and Contractor, issued Purchase Orders
- Highly experienced in Preparing Financial Statements as per different GAAPs (IFRS, IAS and USGAAP)

EDUCATION

2006	Masters in Business Administration with Grade Excellent	AABF	Cairo, Egypt
1996	Pre masters in Accounting	Cairo University	Cairo, Egypt
1992	Bachelor's in Commerce with Excellent	Cairo University	Cairo, Egypt

Egyptian Group for Textile (Miss Egypt) Cairo, Egypt March 2014 - Present
Chief Financial Officer

- Directed and oversaw all aspects of the Finance & Accounting functions of the organization.
- Established and maintained strong relationships with senior executives so as to identify their needs and make sure they are lined up with a full range of desired business solutions.
- Provided executive management with advice on the financial implications of business activities.
- Managed and updated current financial forecasting, budgets and consolidation processes.

BUNGE Cairo, Egypt August 2008 – Feb.2014
Chief Financial Officer

- Implemented corporate financial planning methodologies, budgeting policies to ensure business's security and that procedural legislative requirements are met
- Ensured effective cash flow management meeting corporate needs by implementing corporate treasury management activities.
- Provided strategic advice for IT function to ensure that the enterprise's business needs are effectively supported by information technology provision
- Implemented corporate taxation management procedures to ensure the enterprise's taxation obligations are fulfilled and minimized
- Maintained relationships with Government representatives, banks and other financial institutions in order to support smooth financial business operations
- Administered corporate financial accounting and general ledger activities thus ensuring accurate recording of all financial transactions
- Contributed to the company's NET profit in order to maximize the return per share to shareholders.
- Ensured effective internal controls are in place and in compliance with USGAAP as well as with applicable local regulatory laws, financial rules, SOX compliance and tax reporting.

TA Telecom Cairo, Egypt Oct. 2007 – July 2008
Finance Director

- Managed all administrative, operational and financial activities including balancing of accounts - statutory bookkeeping, voucher flow, controlling, finances, and taxes,
- Participated in preparing performance simulation models for Risk Identification and assessment purposes
- Assisted team members in maintaining an up-to-date balanced budget that reflects the project's progress.
- Provided cost analysis to the Stakeholders.
- Maintained an updated current trend and forecast of the current project Packages.
- Managed the Project Cost activities (budget-scope change, commitments-change orders, budget allocation, trends, forecast).
- Managed the Project scope and prepared the division cost report consolidation

- Maintained an autonomous regular follow-up plan with regards to the project progress and performance with all stakeholders.
- Built, updated and maintained the project cost control plan reports on monthly basis depending on different needs of corporate levels
- Engaged Stakeholders to discuss and reach an optimal solution involving Resource management, Earned value and forecasting trends of the current Project.
- Created weekly presentations for progress review meetings with the client.

Maginet Interactive
Administrative Finance Manager

Cairo, Egypt

March 2005- Sep. 2007

- Monitored and modified the validity of the enterprise financial strategy to safeguard its financial interests.
- Designed financial structures for new projects
- Represented the enterprise in Venture capital investment road-shows
- Created and aligned the enterprise budgets with its 3-5 years' financial strategy.
- Led fellow team members in developing key operation performance ratios thus developing benchmarks with other counter companies in the field
- Supported business advisors by preparing annual reports, quarterly statutory financial reports to maintain its listing on the public stock exchanges.
- Researched Cost trends for various projects to improve Risk Management associated with Project costs. ▪ Participated and conducted regular Weekly Progress Review Meetings.

KPMG
Consultancy Manager

Cairo, Egypt

Sept. 2003 – Feb. 2005

- Managed the Project Cost Accounting (invoice & payment approval and processing) and period-end reconciliation.
- Assisted in Financial training & technical support of other team members in the Accounting & Finance departments.
- Provided advice and support for new companies to establish different financial statements modules.
- Evaluated the client's internal control systems and developed recommendations to improve the overflow processes and the control structure
- Assisted in feasibility studies that led in gaining control of dormant projects and led in profit increases

UNICEF, Cairo, Egypt
Finance Officer Assistant

Nov. 2001 – Aug. 2003

- Prepared quarterly advance requests and expenditure reports for UNICEF funded Governmental and nongovernmental projects..
- Prepared quarterly report with regards to liquidation and monitored refunds from counter parts.
- Assisted Government bodies and NGOs at the governorate level through field visits to improve their accounting and financial by developing and maintaining the cost findings.
- Reviewed travel claims on daily basis, drafted and certified payment request vouchers and submitted them for settlement, reviewed medical claims for ECO staff.
- Assisted Finance officer in reviewing contract, discussed reports pertaining to solvency as well closure of the year end cycle.
- Acted as the petty cash custodian implementing UNICEF rules and regulations.
- Finalized monthly bank reconciliations.
- Participated in a bank survey in an effort to choose the best in the market to handle all UNICEF bank transactions such as; getting best exchange rates, in/out transfers, salaries, loans for employees.
- Prepared financial reports required by Unicef Regional office and HQ.
- Assisted the financial officer in the auditing process according to the Auditing and Assurance Standards Board (AASB).
- Drafted all financial and accounting correspondence and maintained an up to date the financial ledger.
- Examine and analyse journal and ledger entries, bank statements, inventories, expenditures, tax returns.
- Prepared detailed reports on audit findings and made recommendations to improve the establishment's accounting and management practices.
- Conduct field audits of businesses to ensure compliance with provisions of the Income Tax Act, or other statutory requirements

Preussag Mining company Cairo, Egypt
Senior Finance Accountant

Nov.1993- Oct. 2001

- Maintained an up to date consistent accounting books and records using Peachtree software.
- Prepared invoices for the company local & overseas clients and followed up with collection.
- Assisted in issuance of letters of credit & letters of guarantee whenever needed
- Ensured proper use of banking transactions to make full utilization of exchange gains on transfers thus ensuring full advantage to the organization.
- Dealt with company local & international vendors and followed up with the received services and payments.
- Prepared financial statements on yearly basis or when needed and attend annual audit.
- Supported Sales for business development as well as technical support and client's management
- Participated as a team member of the Management Board while writing up the business plan to implement and deploy new enterprise strategy.
- Identified insurance documents and isolated failures to minimize damage and loss of company's assets.
- Participated in preparing performance simulation models for Risk Identification and assessment purposes
- Business oriented reviewed proposals, and helped preparing Contract documents.
- Responsible for corporate tax administration.

- Scheduled service overflow between field engineers and the client without impairing workflow.

Training Courses

- GAFTA Courses - Egypt, Ukraine and Great Britain
- Trading for non-trading - Switzerland
- Derivatives, Hedging and Arbitrage - United States of America, Great Britain and Switzerland
- IFRS, IAS and USGAAP – Egypt, Great Britain, United states of America and Kingdom of Saudi Arabia

ACTIVITIES & INTERESTS

- Avid reader and strength training