

ABDELRAHMAN SAID FAKHRI



Assistant Head of Accounts

CONTACT ME

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PROFILE ME

A financial professional with extensive experience in accounting and financial reporting. Responsible for preparing and analyzing financial data and reports for the company, ensuring the accuracy of financial records and compliance with international accounting standards. Seeking to achieve a prominent position in a dynamic and motivating work environment where I can develop my skills and contribute to the company's success.

EDUCATION

**POSTGRADUATE DIPLOMA IN
FINANCIAL ACCOUNTING AND AUDIT**
Alexandria University - 2019

**BACHELOR OF COMMERCE
IN ACCOUNTING**
Alexandria University - 2017

EXPERIENCE

ASSISTANT HEAD OF ACCOUNTS

Latex Med, a subsidiary of Al-Ajjar Group of Companies 2024 - Present

- Reviewing and auditing accounting entries and financial reports to ensure their accuracy and compliance with accounting standards.
- Assisting the Chief Accountant in preparing budgets, periodic reports, and analyzing financial data.
- Supervising accounts payable, accounts receivable, and bank reconciliations to ensure the accuracy of balances and transactions.

SENIOR ACCOUNTANT

Al Qadisiyah Import and Export Co. 2023 - 2024

- Analyze the company's financial operations and provide periodic reports on financial performance and costs.
- Prepare and review monthly and annual financial statements to ensure their accuracy and compliance with accounting standards.
- Manage financial relationships with banks, suppliers, and clients.

INTERNAL AUDITOR AND TAX ACCOUNTANT

Egyptian American Petroleum Services Co. Jan 2023 - Nov 2023

- Evaluate the effectiveness and efficiency of company procedures and internal controls.
- Provide reports and recommendations to improve procedures and internal controls to management.
- Communicate with tax authorities and accountants as necessary and represent the company in tax audits and inquiries.

INTERNAL AUDITOR

Sunrise Resorts and Hotels Co.

2021 - 2023

- Review financial procedures to ensure the accuracy of financial reports and compliance with local and international regulations.
- Provide support and guidance to management in developing and implementing effective accounting policies and procedures.
- Conduct internal audits of financial records and operations.

ACCOUNTS PAYABLE ACCOUNTANT

Habash Public Transport Co.

2020 - 2021

- Follow the lifecycle of supplier accounts from account creation to closure.
- Review and monitor supplier invoices and payments to ensure their accuracy and compliance with agreements and contracts.
- Communicate with suppliers regarding outstanding invoices, setting priorities, and payment deadlines.

ACCOUNTS RECEIVABLE ACCOUNTANT

Al Maram Systems Co.

May 2020 - Dec 2020

- Receive invoices and requests from customers, analyze them, and match them with financial records to ensure data accuracy.
- Record and monitor customer payments and settle outstanding invoices.
- Provide recommendations to the company management regarding credit policies and payment terms for customers.

ACCOUNTS RECEIVABLE ACCOUNTANT

Starlink Shipping Co.

2019 - 2020

- Follow the lifecycle of supplier accounts from account creation to closure.
- Review and monitor supplier invoices and payments to ensure their accuracy and compliance with agreements and contracts.
- Communicate with suppliers regarding outstanding invoices, setting priorities, and payment deadlines.

CASHIER ACCOUNTANT

Al Dawy Shipping Co.

2018 - 2019

- Registered and monitored cash inflows and outflows from the treasury.
- Implemented and monitored security procedures and internal controls for the treasury to ensure the safety of financial assets.
- Tracked and analyzed transportation, insurance, and storage costs for cash and provided relevant reports.

SKILLS

- Ability to organize and monitor cash flow.
- Financial data analysis.
- Preparation of financial reports.
- Deep understanding of tax regulations.
- Verification of compliance with tax regulations.
- Cost monitoring and provision of relevant reports.
- Customer relationship management.
- Communication and negotiation skills.
- Commitment to local and international accounting and regulatory standards.

TRAINING & COURSES

- FMVA course from EAAC Training and Consulting Center in 2025
- Certified Management Accountant (CMA) from EAAC Training and Consultations Center in 2024.
- Training course in Global Forex Trading Market from Forex Treasury Academy in 2024.
- Data Analysis using Excel Certificate from Mentor Platform in 2023.
- Tax Expert Course from Alexandria University in 2023.
- Accounting Course Certificate from Alexandria University in 2020.
- QuickBooks Training Course Certificate from Alexandria University in 2019.
- Accounting Excel Course from Alexandria University in 2019.
- QuickBooks Program Course from Alexandria University in 2019.
- Certificate in Financial Statements Preparation and Reporting from Alexandria University, Faculty of Commerce in collaboration with the Egyptian Association of Legal Accountants in 2018.

SOFTWARE

- Microsoft Office (Word - Excel - PowerPoint)
- Power BI
- QuickBooks
- Peachtree
- SAP
- Enterprise
- Resource Planning System (ERP)

LANGUAGE

- Arabic - Native
- English - Excellent
- French - Good

REFERENCES

