



Contact

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EDUCATION

Benha University

Bachelor Degree of commerce
Accounting Department in 2006.

Memberships

- Register of accountants and Auditors
Chartered Accountant
from April 2018
- the Egyptian Tax Society
Member
from January 2017

Personal Information

- Nationality : Egyptian
- Date of Bir :24, October.1983
- Marital status : Married
- Military service : Exempted

Khaled Ragab Soliman

Accounting Manager

Objective

A successful Accounting Manager and Chartered Accountant with invaluable experience in financial.
Reporting, financial Analysis and financial management.
Easy going by nature and able to work with all members of staff regarding finance issues to resolve problems and timelines of organizations financial reports. Presently seeking a professional and satisfying role in a reputable company where I can use my skills and experience in a better way to benefit the organization that will help me to improve my career path, invest and increase my Experience.

WORK EXPERIENCE

The View For Real Estate Investment

Jun 2018 – Present

Accounting Manager

Reporting to: CFO

- Preparing Financial Statements, periodic and qualitative reports and develop cash flows, etc.
- Carry out financial analysis of the financial statements.
- Managing Liquidity and arranging long term financial plans .
- Preparing annual Budget and feasibility studies from new projects.
- Ensure that the accounting work and documentary recording of financial transactions are completed in accordance with sound accounting principles and standards.
- Follow-up of documentary keeping of all records, documents and financial documents and provide them when needed.
- Manage and direct account employees and ensure their work is performed efficiently and effectively.
- Ensure that the accountants obtain sufficient motivation and training in proportion to the performance of their tasks.
- Handling all Insurance and tax issues
- Managing the relationship between the finance and other Dept.

United Experts Office (UNEX)

Mar 2014 – May 2018

Senior Auditor then Audit Manager

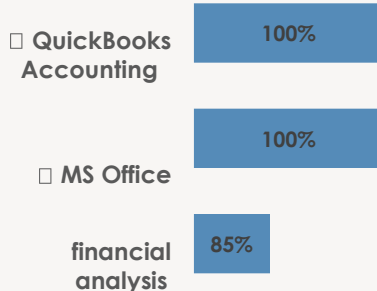
Reporting to: CEO

- Chartered accountant, head of the audit department team at the office.
- Review the accounting team's work to ensure accuracy and compliance.
- Review the financial statements in accordance with the Egyptian Accounting Standards and Auditing Standards.
- Verify the correctness and accuracy of the financial statements.
- Verify the efficiency of the internal control systems and make recommendations to management to take the necessary actions.
- Study and analyze the accounting records to determine the financial position of the company.
- Examine the accounting records and accounting systems to verify the efficiency of the accounting procedures for recording transactions.
- Preparing and submitting detailed reports to management on audit results and directing changes in financial operations.
- Ensure compliance with financial controls and that the financial statements are free from errors, fraud and duplication of efforts.
- Evaluating the methods, steps, and decisions that the company's management used to manage risks.

Computer skills

QuickBooks Accounting
Microsoft Office

SKILLS Graph



Personal skills

- The ability to manage the work team.
- The ability to organize and coordinate work.
- The ability to develop business and generate ideas.
- The ability to take responsibility.
- Good Communicate with the Staff & others.
- Ability to work under pressure.
- Honesty.
- Patient.
- Good Self Study.

Teachers Syndicate Hospital

Nov 2012 – Feb 2014

Accounting Manager

Reporting to: CEO

- Preparing Financial Statements, periodic and qualitative reports and develop cash flows, etc.
- Managing Liquidity and arranging long term financial plans.
- Ensure that the accounting work and documentary recording of financial transactions are completed in accordance with sound accounting principles and standards.
- Follow-up of documentary keeping of all records, documents and financial documents and provide them when needed.
- Manage and direct account employees and ensure their work is performed efficiently and effectively.
- Ensure that the accountants obtain sufficient motivation and training in proportion to the performance of their tasks.
- Auditing all closing journal entries.
- Handling all Insurance and tax issues
- Managing the relationship between the finance and other Dept.

Saynaps for E-Marketing

Sep 2011 – Oct 2012

Senior Accountant

Reporting to: CEO

- Preparing accounting restrictions for all financial transactions.
- Journal Entries on the Quickbooks accounting program.
- Maintaining financial and accounting books and records.
- Responsible for journal preparation for bank , Reconciliation of bank statements.
- Responsible for managing the firms payroll, accruals etc.
- Responsible for stock control, Handling Purchasing Cycle .
- Processing and chase receipts for sales invoices.
- In charge of Clients and Supplier payments.
- Preparing the required financial statements and accounting reports.
- Handling all Insurance and tax issues.
- Follow-up with the accountant's office to Auditing financial statements and prepare the tax declaration.

Sign Pro for Advertising

Jul 2010 – Aug 2011

Senior Accountant

Reporting to: CEO

- Preparing accounting restrictions for all financial transactions.
- Journal Entries on the Quickbooks accounting program.
- Maintaining financial and accounting books and records.
- Responsible for journal preparation for bank , Reconciliation of bank statements.
- Responsible for managing the firms payroll, accruals etc.
- Responsible for stock control, Handling Purchasing Cycle .
- Processing and chase receipts for sales invoices.
- In charge of Clients and Supplier payments.
- Preparing the required financial statements and accounting reports.
- Handling all Insurance and tax issues.
- Follow-up with the accountant's office to Auditing financial statements and prepare the tax declaration.

Al Amer for Dairy Product**Accountant****Jul 2009 – Jun 2010****Reporting to: CFO**

- Preparing accounting restrictions for all financial transactions.
- Journal Entries on the Quickbooks accounting program.
- Maintaining financial and accounting books and records.
- Responsible for journal bank, Reconciliation of bank statements.
- Responsible for stock control, Handling Purchasing Cycle.
- Managing Inventory entries.
- In charge of Suppliers payments.
- Helped in preparing tax returns.
- Filing and documentation.

Accountability Office Arab Bureau for consultation (ABC)**Auditor****Jul 2008 – Jun 2009****Reporting to : CEO**

- Study and analyze the accounting records to determine the financial position of the company.
- Examine the accounting records and accounting systems to verify the efficiency of the accounting procedures for recording transactions.
- Verify the correctness and accuracy of the financial statements.
- Preparing and submitting detailed reports to management on audit results and directing changes in financial operations.
- Ensure compliance with financial controls and that the financial statements are free from errors, fraud and duplication of efforts.
- Evaluating the methods, steps, and decisions that the company's management used to manage risks.

Al Rowad for Water Technology**Accountant****Jan 2007 – Jun 2008****Reporting to : CEO**

- Manage all the company's accounting operations
- prepare Monthly financial reports.
- Registering financial entries, following-up of any financial transactions.
- Managing Inventory entries.
- Checked invoices with payments
- Filing and documentation.