KHALED DARWISH MOSTAFA

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ACADECMIC QUALIFICATION

- Postgraduate studies (Diploma in financial accounting and auditing in 2009 Cairo University)
- Bachelor of Commerce 2003 (Accounting section) - Ain shams university.

Personal Information

- **Date of birth** : 04/01/1982
- **Nationality** : Egyptian
- **Marital Status** : Married
- **Military service** : exempted

JOB EXPERINCES :

- ***March 2010 – Till Now:***

  Senior Accountant at Suez Oil Company (SUCO).

Responsibilities:

- Responsible for inventory accounting and reporting to partners. Working closely with other teams for inventory optimization. Participate in annual physical inventory.
- Recording day-to-day accounting transactions in SAP system.
- Posting and process journal entries to ensure all business transactions are recorded
- Posting Accounts Receivables / Accounts Payables transactions.
- GR/IR reconciliation.
- Running cost allocation.
- Running monthly closing.
- Prepare financial analysis.
- Preparation of external financial reports represents the movement and stock balances.
- Preparation of periodic financial statements (monthly - quarterly - annual) and presented to partners.

- ***October 2005 - February 2010:***
  Financial Accountant at Suez Construction & Tourism Development Co.

Responsibilities:

- Prepare of the journal entries.
- Responsible for accounts of: Cash, Accounts Receivables, Accounts Payables & Fixed Assets.
- Prepare of trial balance.

ACCOUNTING EXPERIENCE

Through my work about 12 years' working experience in accounting and reporting includes
8 years of experience within joint venture accounting in oil and gas field and various training courses which I got in order to enhance my skills and experience .I gained experience in :-
In-depth knowledge of international financial reporting standards (IFRS) associated accounting and financial reporting and accounting principles.
Prepare various sections of the periodic reports according to legal and company accounting and financial guidelines.
Analyse and prepare inputs for internal and external reports.
Assist and respond to partner's queries.
Prepare and issue of joint venture billings, cash and bank reconciliation statement.
Update accounts receivable and issue invoices
Update accounts payable and perform reconciliations.
Apply accounting policies and principles.
Strong IT skills particularly in Microsoft Excel and SAP

SAP EXPERIENCE

SAP Fi Consultant, Configured, and BP Implementer

Full Enterprise Structure with Integration with Logistic modules

- Creation of company code and assignment, creation of business area, defining & assignment of fiscal year variant, posting period variant (open / close posting period).
- Maintenance and assignment of field status variant, field status groups, credit control area, document numbers ranges for various document types

SAP General Ledger Configuration

- G/L Posting Document - Business process
- Reference Documents
- Account Clearing
- Account Analysis

- Closing Operations
- G/L Reporting

SAP Account Payable Configuration

- A/P Master Data - Business process
- Logistics Invoice Verification
- Outgoing Payment
- Account Clearing
- Vendor Account Analysis
- Vendor Correspondence

SAP Account Receivable Configuration

- A/R Master Data - Business process
- Invoice Processing
- Incoming Payment
- Account Clearing
- Customer Account Analysis
- Customer Correspondence

SAP Banking Configuration

- Master Data - Business process
- Cash Journal
- Check Processing
- Incoming Payment
- Outgoing Payment

SAP Asset Management Configuration

- Master Data - Business process
- Acquisition – Transactions – Reporting.
- SAP configuration and process design (versions 6.0, , and EHP 7)
- Intermediate in TR – Cash Management
- Expert in reporting – Report painter, and layout development of functional specifications
- Integration with logistics (MM, SD, PP and PS)
- Strong ASAP experience
- SAP project implementation experience in SAPMARINES
- International working experience with SAP Configuration Document and Business process Document

ACCOMPLISHMENTS

- SAP project in food and beverages industry
- E2E implementation , Documented , Configuration & Business process
- Customizing and configure the new requirements.
- Solve the problems that can be appears at SAP key users.
- In the Preparation Phase we identified the AS-IS Process, identified and planed the primary focus areas that need to be considered.
- In the Business Blueprint Phase we defined and document the business process requirements of the company (To-Be Process).
- In the Realization Phase we implemented business and process requirements based on the Business Blueprint, and collected all the Data in the Company to process the Migration of these data.
- In the Final Preparation Phase we completed the final preparation (including system tests, end user training, system management and cut-over activities) to finalize our readiness to go live. We were ready to run our business in our live SAP System.
- In the Go Live Phase we began running our business in our live SAP System

TRAINING COURSES & certification

- SAP Financial Accounting Certified at SAPMARINES academy that covered the following topics:

  Configuring & Testing General Ledger Accounting FI-G/L, Accounts Payable FI-A/P, Accounts Receivable FI-A/R, Asset Accounting FI-AA, Banking, foreign currency translation & Special Purpose Ledger FI-SP*L*.
- International Financial Reporting Standards- IFRS .At Oil &Gas Skills (OGS) 2016.
- Cost Accounting in Oil and Gas Companies. At Oil &Gas Skills (OGS) 2015.
- Training course in English language At British council.
- Training course in Microsoft office.

LANGUAGES

- Arabic Mother tongue.
- Very good command of spoken and written English.

SKILLS

- SAP FI: General Ledger, Accounts Receivable, Accounts Payable, Asset Accounting
- Advanced proficiency with Microsoft Office applications.
- Compliance with all policies procedures related to the area of responsibility.
- Able to produce accurate reports in a timely manner.
- Ability to prioritise work, work under pressure and meet deadlines.