

# Khaled Badr

## Financial and Administrative Manager

### AREAS OF EXPERTISE

*Financial forecasting*

*System control*

*Budget management*

*Staff performance*

*Accounting processes*

*Cost control*

### PERSONAL SUMMARY

A fully qualified accountant with demonstrable experience in positions of high responsibility. good knowledge of basic accounting principles and a pragmatic approach to finding solutions , a strong communicator and excellent relationship builder who can develop deep business insights that will influence the direction and actions of a company.

### WORK EXPERIENCE

#### Al Fares Trading Co. Saoudi Arabia

*The Company was founded in 1969 by AL-FARES BROTHERS. It has evolved and emerged along with the economic and industrial developments in the Kingdom.*

### PERSONAL SKILLS

*Focused*

*Tenacious*

*Friendly*

*Disciplined*

**FINANCIAL & ADMINSTRATIVE MANAGER** 2005 – 2011  
in the head office in Jeddah.

**ACCOUNTS MANAGER** 1998 – 2005 in Riaydh branch.

**ACCOUNTANT** 1993– 1998 in Khamis Mushait

### Duties of Financial and Administrative Manager:

### LANGUAGES SPOKEN

Arabic: Mother tongue.  
English: Excellent.

- Involved in working day to day in a challenging, fast-paced and goal-focused accounting department.
- Preparing meaningful, accurate and timely monthly management reports.
- Ensuring the P&L team produce accurate analytics for senior managers.
- Articulating accounting points clearly and concisely to both financial and non financial audiences.
- Assisting budget holders in the preparation of annual budgets.
- Implementing improvements in current financial processes.
- Reviewing transactions to ensure proper accounting with established standards.
- Assisting with the development and implementation of accounting procedures.

## **OTHER WORK EXPERIENCE**

### **Medicare Co. Maadi , Cairo, Egypt.**

*Inception in 1989, Medicare has managed to overcome tremendous challenges within the local healthcare system, from managing public perception to sustaining quality service measures and standards across the bar.*

ACCOUNTANT

1989– 1993

## **KEY SKILLS AND COMPETENCIES**

- An established track record working at board level in a commercial environment and of being part of a senior management team.
- Have experience of working in a fast moving commercial reporting environment.
- Good spreadsheet skills and experience in using computerized accounting systems.
- Possess a long list of recognized accountancy qualifications.
- Able to priorities work to meet tight deadlines.
- Effective verbal and written communication skills.
- Able to establish a robust financial control environment.
- Can work in areas of ambiguity.
- Excellent Microsoft Excel and systems skills.

## **CONTACT DETAILS :**

**Khaled Badr**

**90/79 St 90 El Mokattam**

**Gender : Male**

**Material Status : Married**

**DOB: 11/7/1964**

**M: 01280393489**

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**Driving license: Yes**

**Nationality: Egypt**

## **ACADEMIC QUALIFICATIONS**

**Cairo University 1987 Faculty of Commerce**

**Major: Accounting**

*All References are available upon request.*