



WALEED ELZOUGHBY

Financial and Administrative Manager



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🇪🇬 EGYPTIAN

Hi !! I Am Waleed ElZoughby Financial and Administrative Manager, with more than 16 years of experience in financial and administrative affairs and corporate foundations, and the ability to achieve the best efficiency in implementing mechanisms to obtain the best performance and the highest possible profit productivity. He has experience in the field of trade, self-import and investment management.

Marital Status

Married

Date Of Birth

05 September, 1985

Living Place

Abha, Saudi Arabia

WORK HISTROY

Financial and Administrative Manager

12-2020 TO PRESENT

At Isaiah Mohammed Maqbool Al-Aqili Trading Establishment

RESPONSABILITIES

I work on managing a group of establishments and branches (7 branches)

I established an integrated accounting and administrative system for all branches with solving all financing and tax problems and linking zakat and income

I formed a financial and administrative work team that helped raise work efficiency

I was the reason for doubling the entity's profits by 118

I was the reason for doubling the value of fixed assets by 288

I was the reason for increasing the branches from 3 to 7 branches and doubling the volume of work

Part-time Financial and Administrative Supervisor

01-2020 TO 12-2020

At Sheikh Ibrahim Jaber Asiri Trading and Contracting
Establishments Asir Region

RESPONSABILITIES

Established an accounting and administrative system for all branches, inventoryed warehouses, and prepared financial statements for previous periods. And appointed employees and supervised their performance remotely and spaced field visits. With solving all previous tax and zakat declaration problems.

The group of establishments includes: Al-Fursan Water Factory, Al-Fursan Plastic Factory, Al-Asiri Warehouse for Wholesale Foodstuffs, Al-Fursan Establishment for the sale of building materials, ceramics and marble, Al-Fursan Establishment for Auto Spare Parts.

Financial Manager, Executive and Administrative Manager

10-2017 TO 12-2019

At Mohammed Mashraf Al-Omari Contracting Establishment
Asir Region

RESPONSABILITIES

I established the administration from the beginning and brought in many technical and administrative cadres and trained them and put in place a financial and administrative system that governs all subsidiary and sister institutions.

I succeeded in raising the profits of the place with the help of the work team from an average of 15 million riyals annually to a net profit of 86 million riyals at the end of 2018
I prepared the classification file for contracting establishments and extracted classification certificates after they were unclassified.

I succeeded in extracting industrial licenses for the factory and crushers.
The establishment succeeded under my supervision in completing, implementing and delivering 16 government projects and implementing more than 300 direct baptisms in municipalities and the Asir Region Secretariat.

I succeeded in increasing the fixed assets and equipment of the place from 2.5 million riyals to approximately 17 million riyals.

The establishment includes: Mohammed Mashraf Al-Omari Contracting Establishment, main number 2 crushers and a livestock farm.

Sister institutions:

- 1- Rabia Aseer Contracting Establishment
- 2- Banan Al Tamyiz Contracting Establishment
- 3- Al Suld Al Arabi Contracting Establishment
- 4- Arabian Peninsula Contracting Establishment
- 5- Business Bridge Contracting Establishment
- 6- Rabia Aseer Block and Ready Mix Concrete Factory. These institutions with all their branches and more than 13 other institutions were all under my direct management, and I founded many of them from the beginning.

Financial and Administrative Manager

01-2017 TO 12-2017

At Bayan Al-Thaghr Medical Complex
Jeddah, Al-Jamiah District

RESPONSABILITIES

I received the complex while it was almost closed and did not generate any revenue and all insurance companies stopped dealing with it. And without an administrative staff and a large shortage in medical staff.

I restructured the place and formed a good management and work team and completed a large part of the medical staff.

I re-contracted with some insurance companies.

I succeeded in achieving good revenues in the short period under my management and developed a business plan to achieve profit and restore the activity of the entire place within a year. But the partners finally chose after deliberations to close the place and sell it due to a problem in renewing the health license.

Chief Accountant and Head of Accounts

06-2013 TO 01-2017

At Al-Arak Medical Group
Dammam

RESPONSABILITIES

I started as a chief accountant in the general administration for a period of 4 months during which I adjusted the accounts of salaries, suppliers and the warehouse financially and administratively. And extracted financial statements for the previous years in full.

After that, I worked as a head of accounts for three branches, then a group accountant, supervisor and financial auditor for all the group's branches from medical complexes, pharmacies and a medical equipment company.

During which, under the direction of the general manager and my direct manager, I restructured the group administratively and adjusted the financial management in all branches.

Chief Accountant with the duties of Chief Accountant

10-2017 TO 12-2019

Al-Khafji Private Hospital
Al-Khafji

RESPONSABILITIES

I was the second member appointed to the financial department after the financial manager. After the hospital had been without a financial department for more than 11 years.

I worked alone for 5 months during which I arranged and entered old data into the accounting system.

After that, three accountants and storekeepers were appointed, whom I trained and supervised all of them until the end of my work period.

During this period, we collected 70% of customer balances and paid approximately 80% of supplier and creditor balances.

We closed the 2012 budget with a net profit of slightly more than 7 million riyals.

We established a complete financial and administrative system that the hospital uses to this day.

General Accountant

09-2010 TO 03-2012

At Al-Hussaini Trading Establishment
Riyadh

RESPONSABILITIES

I worked as a general accountant with full duties without a direct manager or supervisor. During that period, I established the company's accounts and carried out all financial tasks on my own.

I helped a large part in sales and imported and contracted myself with companies such as Al-Rashid, Bin Sanmar and Saudi Oger.

Financial Accountant

01-2008 TO 10-2009

At Aqua Crystal Company for Water Treatment and Swimming Pools Cleaning
Hurghada - Egypt

RESPONSABILITIES

I worked as a financial accountant responsible for payroll, bank and customer accounts and collecting from them under the supervision of a financial manager.

Financial Accountant

09-2010 TO 12-2020

Financial and Administrative Consultant on Visit System
Multiple Institutions
Saudi Arabia

RESPONSABILITIES

I established and supervised the accounts of many places on Visit System such as:

Al Raya Water Tanks Factory - Khafji

Abdul Rahman Al Shahri Trading and Contracting Establishment (including Nazarco Laundries - Furniture Stores - Poultry Stores - Contracting Establishment) - Khafji

Mutlaq Al Otaibi Medical Complex - Safaniya

Omar Al Ansari Medical Complex - Buraidah

Riyadh Company for Technology and Information Systems - Riyadh

Muslim Hadi Quhaishi Contracting and Building Materials Establishment - Jizan

Rukn Madhal Hotel - Jizan

EDUCATION

Accounting and Business Administration, Bachelor Degree
Mansoura University, Egypt

09-2002 TO 05-2007

EXPERIENCE FIELDS

**General Contracting - Real Estate - Export, Import & Trading - Medical Facilities
Industry - Sales - Marketing - Restaurants and Cafes - Hotels**

SOFTWARE

Microsoft Office

MS Word - MS PowerPoint - MS Excel

Web and Social Skills

PERSONAL SKILLS

**Marketing Management - Time Management - Team Management
Communication Skills - Effective Problem Solving - Computer Maintenance
Microsoft Office**

LANGUAGES

■ Arabic (Mother Tongue)



■ English



HOBBIES

Fishing Free Diving Playing Guitar Acting Reading Drawing Billiards
 Writing poetry, literature, and social and political articles Photography Playing Chess

PROUD TO BE

Organized

Creative Thinking, Effectiveness, Productivity

Planning

Problem Analysis, Decision Maker, Project Management,
Strategic Planning

Teamwork

Collaboration, Goal Setting, Group Leadership
Honest & Practical
