NOHA ARAFA, CMA

SSC Supervisor, SAP User

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Gender: Female

Marital Status: Married

Address: District 11, Cairo, 6th of October.

Nationality: Egypt

Driven professional seeking a career-oriented position within an esteemed organization, leveraging my academic background, comprehensive training experience, and exceptional communication skills to contribute effectively and continuously cultivate personal and professional growth.

Work Experience

March 2024 - Till Date	SSC Supervisor
	BDO

Cairo, Maddi

- Managing day-to-day operations of the Shared Service Center (SSC), including processing tasks such as invoicing, payments, and ensuring compliance with payment terms.
- Supervising all creditor payments and ensuring adherence to authorization limits, along with auditing compliance.
- Authorizing payments for non-purchase order invoices based on contract agreements.
- Conducting internal audits and authorizing electronic fund transfers (EFT) and cheque disbursements for the company. Monitoring transactions involving credit cards and petty cash.
- Reviewing and auditing additions/changes to the Accounts Payable master file. Providing mentorship to junior team members.
- Offering hands-on support across all levels to ensure smooth operations.

August 2023 - Senior Executive-Corporate Finance

Flyin & Clear Trip Middle East

Cairo, Maddi

- Aid in preparing the PBC (Provided by Client) list for quarterly reviews, year-end audits, and compliance with anti-corruption requirements.
- Record and manage intercompany balances, specifically for subsidiaries in the UAE and Saudi Arabia.
- Maintain, analyze, and reconcile all General Ledger (GL) accounts across multiple company subsidiaries.
- Foster reliable relationships with colleagues and collaborate closely with team members to facilitate the month-end closing process.
- Ensure timely completion of all financial closing and reporting tasks assigned.
- Conduct research and analysis on expense variances for management review.
- Manage bank reconciliations and oversee cash inflow and outflow for the company.
- Support the annual audit process by assisting in drafting financial statements and related notes.
- Ensuring Compliance with regulatory and accounting standards requirements.

Cairo, 6th Oof October

- Perform financial analysis and prepare reports for management review.
- Manage month-end accounting tasks, such as reconciliations and journal entries.
- Work closely with the finance team to meet accounting deadlines.
- Prepare and present financial reports to managers for review.
- Monitor expenses, analyze revenues, and report budget variances.
- Assist in budget preparation and manage expenses.
- Support auditing processes by providing required information and documentation.
- Ensure accurate recording of financial transactions in accordance with company policies and regulations.

February 2014 - Senior Accountant July 2018

Abou El-Yazeed Group

Cairo, 6th Of October

- Perform reconciliations for accounts payable, accounts receivable, accruals, and prepaid expenses, and generate aging reports.
- Lead bank reconciliation efforts and monitor bank accounts.
- Review and approve journal entries, payroll sheets, and prepare necessary entries for GL accounts to ensure trial balance completion.
- Ensure accurate recording of all financial transactions and maintain proper records in compliance with statutory and reporting requirements.
- Collaborate with other departments to complete assigned accounting tasks within established deadlines.
- Review payment vouchers, vendor invoices, and petty cash disbursements processes, and initiate online payments after obtaining necessary approvals in accordance with company policies and compliance standards.
- Prepare various taxation reports including VAT, withholding tax, and payroll taxes.
- Oversee monthly payroll processing to ensure accurate and timely salary deposits for employees.
- Prepare essential financial statements such as balance sheets, journal entries, and profit and loss statements.

July 2007 - Junior Accountant May 2009

Future Pipe Industries S.A.E

Cairo, 6th Of October

In my role as a Junior Accountant, I assisted in various financial operations by:

- · Supporting accounts payable and receivable tasks,
- Reconciling bank statements and preparing financial reports.

Education

July 2003 - July 2007 Faculty Of Commerce And Business Administration - Helwan

Bachelor Of Commerce

Certificate

February 2023 Certified Management Accountant Holder

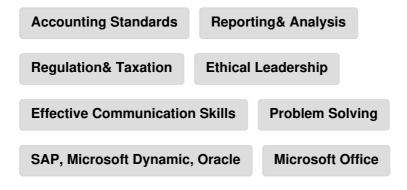
Accomplishments

In my previous position, I played a pivotal role in establishing and refining the accounting system within our organization. Upon joining, I encountered a company in its infancy, lacking formal accounting procedures. Demonstrating initiative, I assumed responsibility for various pending tasks, including tax reporting, and developed a comprehensive accounting system utilizing Excel. This initiative resulted in the creation of an efficient and tailored bookkeeping structure reminiscent of a small-scale ERP system. Furthermore, I successfully recruited and managed a team to bolster the operations of the accounting department.

Additional Info

Preparing for the Diploma in International Financial Reporting Standards (IFRS) exam.

🖬 Skills



Referees

Available on Request