

NOHA ARAFA, CMA

SSC Supervisor, SAP User

Phone: 01009916756

Email: nohaarafa@hotmail.com

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 -
February 2024**

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.

November 2018 - Chief Accounting
August 2023

Smart Power Solutions For Industries (S.A.E)

**Cairo, 6th Of
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 -
May 2009**

Junior Accountant
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

☀ 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

- Accounting Standards
 - Reporting & Analysis
 - Regulation & Taxation
 - Ethical Leadership
 - Effective Communication Skills
 - Problem Solving
 - SAP, Microsoft Dynamic, Oracle
 - Microsoft Office
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👤 Referees

Available on Request