

Adham Rizk Saad

Senior Head-Office Accountant: Agriculture & Contracting

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PROFESSIONAL SUMMARY

Senior head-office accountant with over five years in agriculture and contracting, currently responsible for the books of three sister companies across five project sites. In fiscal year 2025/2026 I reviewed 10,131 project-site journal entries across 1,710 journals and approved total debit and credit movement of EGP 3.9 billion. I am the final review point before the internal auditor, the financial manager and the external auditor. Specialised in account reconciliation, cost control, tax compliance (value-added tax and withholding tax) and document-cycle completion.

KEY ACHIEVEMENTS

Fiscal year 2025/2026, a complete and closed year

- Reviewed **10,131** project-site journal entries across 1,710 journals, averaging 27.8 a day, and separately recorded **4,305** head-office entries.
- Approved **EGP 3.9 billion** of total debit and credit movement across 3 sister companies and 5 project sites (48 site-months).
- Created **712** supplier and contractor payment vouchers totalling **EGP 322,452,066**, and issued over 530 cheques.
- Filed **15** tax accruals on the Egyptian Tax Authority portal without findings, and withheld contractor payment certificates that lacked signed contracts.

WORK EXPERIENCE

Head-Office Accountant, then Senior Head-Office Accountant

Feb 2024 – Present

Wadi El Noor for Investment & Agricultural Development · 3 sister companies, 5 project sites (48 site-months)

- Lead the review and accounting for up to five project sites across three sister companies, covering accounts payable, contractors, customers, journal entries, custody and advances, payroll, and full agricultural cost tracking through to harvest.
- Act as the final review point for all entries before they reach the internal auditor, the financial manager and the external auditor.
- Operated three corporate bank accounts, posting more than 702 entries worth EGP 1,432,980,504, which is part of the total movement above and not additional to it.
- Ran the E-Finance electronic payment platform, integrating it with the corporate bank accounts across three companies, and settled EGP 17,134,138 of government payments through 87 entries: withholding tax (1%, 3%, 5%), social insurance, payroll tax and the solidarity contribution.
- Reviewed contractor contracts, price variations and contract terms before approving any payment, and withheld contractor payment certificates that were not supported by signed contracts until the documentation was complete.
- Reconciled a full company trial balance across all of its sites to 99% of line-item values, the remaining differences being rounding only: the accounting system calculates in piastres while the spreadsheets carry whole pounds.
- Performed 21 of the company's weekly treasury counts during the year, alongside quarterly and semi-annual physical counts of fixed assets, stores and treasury.
- Prepared monthly, quarterly and annual financial reports: trial balance, sub-ledger analyses, expense and advance analysis, tax reports, inventory balances, cash flow, and supplier and contractor accounts.
- Reviewed supplier invoices, contractor payment certificates and work records before settlement; controlled site purchasing, contractor agreements and cost centres; and prepared and reviewed monthly site payroll.

Site Accounts Manager

Apr 2021 – Feb 2024

Wadi El Noor for Investment & Agricultural Development · Single farm site

- Managed and supervised all financial and accounting operations on site, including recording, posting and summarising site transactions and entering them into the accounting system.
- Prepared periodic site financial reports: trial balance, account analyses and detailed ledgers.
- Collected, analysed and documented financial data for purchasing, sales and operating activity.
- Prepared site budgets and forecast expenditure for coming periods, and proposed cost reduction measures with cost-centre follow-up.
- Supervised financial documentation, maintained backups of financial records, and provided analysis to management to support decision-making.

SKILLS

- Systems:** custom agricultural ERP (in-house) covering the purchasing cycle, supplier and contractor accounts, cost centres and inventory; Microsoft Excel (advanced); E-Finance electronic payment platform; Egyptian Tax Authority portal; corporate electronic banking systems.
- Accounting:** bookkeeping; general ledger and sub-ledger maintenance; account reconciliation and balance matching; bank reconciliation; accounts payable; supplier and contractor accounts; contractor payment certificates; physical inventory counts; fixed asset counts; payroll preparation.

- **Reporting and control:** financial reporting; financial statements preparation; monthly, quarterly and annual reporting; cost control and budgeting; cost centres (cost centers); financial analysis; contract compliance review.
- **Tax:** value added tax (VAT); withholding tax (1%, 3%, 5%); quarterly and monthly filing on the Egyptian Tax Authority portal; social insurance; payroll tax.
- **Sector:** agricultural cost accounting through the crop cycle to harvest; contracting and construction accounting; multi-site and multi-company consolidation.

EDUCATION

Bachelor of Commerce, Accounting Department

Faculty of Commerce, Benha University · 2015 – 2019 · Grade: Good

CERTIFICATIONS

- ICDL Advanced, Benha University, 2018: advanced word processing, advanced spreadsheets, advanced databases, advanced presentations.
- ICDL Standard, Benha University, 2018: databases, presentations, online collaboration, IT security, image editing.
- ICDL Base, Benha University, 2018: computer essentials, online essentials, word processing, spreadsheets.

LANGUAGES

- Arabic: native
- English: intermediate

ADDITIONAL INFORMATION

- Date of birth: 20/11/1996
- Military service: completed, 01/2020 – 03/2021
- Marital status: married