

Holds a Bachelor of Commerce (Accounting) and has over 10 years hands-on experience, including 2 years working as Store Keeper and 8 years as Accountant.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 17/04/1991  
Gender : Male  
Residence : Currently KSA

## **EDUCATION**

: Bachelor of Commerce (Accounting), Alexandria University, 2014

## **LANGUAGES**

Arabic : Native Language  
English : Good

## **COMPUTER SKILLS**

: Windows, MS Office (Word, Excel), Internet  
: ERP software  
: Accounts Payable and Receivable (AP/AR)  
: Easy Erp

## **TRAINING COURSES AND CERTIFICATIONS**

: ICDL course, ISI Institute (2009).  
: Commercial Excel.

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Feb. 2020 till now  
**Employer** : Meshkati Trading Co. - Riyadh, Saudi Arabia  
**Job title** : Senior Accountant  
**Job Description** :

- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Partnered with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines.
- Prepared reports and presentations for executives with excellent copywriting and data visualization.

- Prepared monthly bank reconciliations with 100% accuracy.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Prepared VAT and income tax forms for commercial and individual clients.
- Updated journal entries and accounts on accrual basis.
- Advised management on financial details related to business operations, inventory levels and budgets.
- Managed financial updates, watch lists and insurance files.
- Accurately and efficiently handled varied reconciliations processes.
- Reviewed accuracy of payments, claims and invoices, resolving issues quickly and effectively.
- Raised invoices to stringent accounting deadlines for timely processing and payment.
- Cooperated with senior leaders to create operating budgets and initiate financial planning.
- Managed entire accounting cycle from data collection and analysis.
- Reconciled accounts from income and expense data to net worth and assets.

**Dates** : From Aug. 2018 till Feb. 2020  
**Employer** : Alliance Water Co. - Riyadh, Saudi Arabia  
**Job title** : Accountant  
**Job Description** :

- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Analyzed monthly reporting to reconcile production operations and general ledger.
- Reconciled accounts from income and expense data to net worth and assets.
- Partnered with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines.

**Dates** : From Jan. 2016 till Jul. 2018  
**Employer** : STC Channels - Riyadh, Saudi Arabia  
**Job title** : Store Operations Officer  
**Job Description** :

- Improved workflow efficiency by identifying and tackling shortfalls in existing receiving practices.
- Ordered stock to guarantee optimized economic value in line with financial restrictions.
- Generated custom store Key Performance Indicators, automating reports with ClearPoint to better monitor performance.
- Analyzed sales trends to improve product availability and enhance profits.

**Dates** : From Jun. 2012 till Dec. 2015  
**Employer** : El Fagr Co. - Alexandria, Egypt  
**Job title** : Junior Accountant  
**Job Description** :

- Accurately and efficiently handled varied reconciliations processes.
- Reviewed accuracy of payments, claims and invoices, resolving issues

quickly and effectively.

- Raised invoices to stringent accounting deadlines for timely processing and payment.
- Cooperated with senior leaders to create operating budgets and initiate financial planning.
- Managed entire accounting cycle from data collection and analysis.

- Field of experience :**
- Financial Auditor, planning and engagement control for optimized financial outcomes.
  - Adept at managing diverse client portfolio for timely achievement of high-quality audits.