



# Ahmed Eldidamony

INTERNAL AUDITOR



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Building 80 Al Saad, Doha, Qatar

## SKILLS

Outlook

Excel

Quick Books

Peach Tree

ERP

Oracle , ODOO , SAP

## LANGUAGES

Arabic

English

## ABOUT ME

**Spent 10 years pursuing a career in Accounting and Finance, appearing on my previous experience.**

**I have extensive knowledge in all Finance and Accounting departments such as Account Payable, Account Receivable, Bank, Supplier, Customer, Reconciliation and Statement of Account {Cash Flow Statement, Income Statement, Balance Sheet and all others requirements to Close books. I provided all my knowledge to colleagues; I enjoy learning more tasks. I'm currently earning CIMA**

## WORK EXPERIENCE

Senior Internal Auditor

Umm Salal Ali Contracting / Qatar, Doha. /SEP 2022 – Till now ( Temporary)

- Evaluate financial documents for accuracy and compliance with federal regulations
- Identify the financial risk of the organization and offer recommendations to reduce risk.
- Identify accounting and financial record-keeping processes that can be improved
- Determine ways to cut costs and improve profitability
- Assess the efficiency and productivity of internal staff and make recommendations for improvement
- Present findings to upper management in the form of reports and presentations
- . Identify and assess areas of significant business risk.
- Implement best audit and business practices in line with applicable internal audit statements.
- Manage resources and audit assignments.
- Develop, implement and maintain internal audit policies and procedures in accordance with local and international best practice.
- Compile and implement the annual Internal Audit plan.
- Conduct ad hoc investigations into identified or reported risks.
- Oversee risk-based audits covering operational and financial processes.
- Ensure complete, accurate and timely audit information is reported to Management and/or Risk Committees.

Finance Supervisor Account Payable

Qatar Airways / Qatar, Doha. /March 2022 - August 2022

- Responsible for Invoice Reconciliation. Experience In Invoice accounting in Oracle with proper accounting codes.
- Processing of invoices as per PO / Contract in compliance.
- Check E-docs (To-Do-List) on Daily basis and complete assigned tasks. Monitor, update and escalate all pending cases and Duplication to his/her supervisor on weekly basis.
- Interact with internal and external stakeholders to resolve queries for invoices.
- Responsible for Invoice accounting in Oracle with proper accounting codes for his/her work group if any.
- Review and report Invoice ageing, prepayment reports for their specific work group with valid/reasonable comments for all outstanding cases.
- Manage the Work Flow Invoice Approval system for his/her section and follow-up

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to any emergency or a major operational disruption affecting Qatar Airways or its subsidiaries, including support of the Qatar Airways Special Assistance Program. Train Qatari staff in various duties as per business requirements.

- Ensure that in performance of the role, all uses, disclosures and requests of any information (in any form) are done in accordance with data protection principles adopted by the QR Group and are limited to what is reasonably required to accomplish the intended business purposes of the use, disclosure or request and Consult the Group's Data Protection Office.
  - Ensure the confidentiality, security and protection of all information. Ensure compliance to all relevant safety, security, quality and environmental management policies, procedures and controls across the operation to guarantee employee safety, security, legislative compliance, delivery of high-quality service with a responsible environmental attitude.
  - Resolve issues pertaining to payment of vendor invoices/bills related procurements, and transactions and initiate necessary follow-up for his/her workgroup.
  - Support Invoice verification, PO/Contract matching and getting necessary approvals ensuring smooth running with minimum errors for his/her workgroup.
  - Preparation and review of daily/weekly/monthly reports.
  - Ability to interpret a variety of instructions furnished in written, oral, or schedule form. Requires the ability to learn and understand basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job.
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#### Senior Accountant

##### **Hayat Dental Centers / Egypt, Cairo. /Apr 2020 - July 2021**

- Perform financial analysis and reporting to Finance Manager as needed.
- Perform month-end accounting activities such as reconciliations and journal entries.
- Coordinate with finance team to complete assigned accounting tasks within deadlines.
- Evaluate computerized accounting systems and provide recommendations to IT team for performance improvements.
- Generate financial reports and statements to finance manager for approval.
- Analyze Expenses for every project and report to finance manager.
- Respond to accounting inquiries from management level.
- Provide guidance to other Accountants when needed.
- Assist in budget preparation and expense management activities for assigned accounts.
- Assist in auditing activities by providing necessary information and preparing requested documentations.
- Monitor and record financial transactions according to company policies and regulations.
- Review and recommend changes to existing accounting procedures.
- Ensure the accuracy of the trial balance to reflect the real picture of the company financial position. And prepare monthly Balance Sheet analysis.

#### Senior Accountant AP, AR

##### **The Blue Group / Qatar, Doha/July 2017 - Jan 2020**

- Checking of cash & credit sales invoices and return invoices, follow up for the submission to review and post.
- Review Sales Return request and post the ledger entries once approved.
- Review and approve the dummy Invoice request and seek management approval if needed.
- Review cash collection summery to verify the correctness of deposits in the bank and to post entries in ERP.
- Review daily or Weekly Credit Card Sales reconciliation and post the necessary adj. entry.
- Review and post the petty cash expenses (both Disbursement & Replenishment) in ledgers.
- Responsible to extract and circulate the aging receivables report to all concern persons Prepare the AR Weekly reports for the Management review and instruction.
- Ensure that the age analysis match the trade receivables Review over the Issued LPO and follow up for the missing detail to complete the GRV, Inv& payment process from AP side.
- Monthly customer and balance sheet reconciliation.
- Monthly Sub-Ledger Vs ledger reconciliation and subsequent adjustment entries.
- Provide all information and data to internal auditors of the group and external auditors to assist in their work and report preparation.
- Guidance to WS and SR data entry operator wherever needed.

- New Customer's Credit Verification upon the request from Sales team, review all supporting documents to forward the application for further management checking and approval.
- Periodic checking of customer for identification of double customers' accounts and forwarding for further verification and correction, Credit Control Function-Blocking and Unblocking the customer account.
- Quarterly Provision Calculation for doubtful debts.
- Monthly schedules for AR accounts.
- Review the tender bond application and forward for further approval & process Review the entries of the consignment stock passed and confirm that the same was affected on the related GL.
- Timely reconcile the bank liabilities balances and book the missing one on monthly basis (LCs & Murabaha schedules).
- Timely review and confirmation of related party current accounts and ensure that all the shared services expenses were booked accordingly, and informed the responsible persons for passing the same Review local & overseas vendor invoices, ensure accuracy and post the invoice with adherence to timeline Ensure payment to supplier is done on timely basis as per the agreed credit time.
- Ensure that all bank transactions are recorded on timely basis Ensure that advance against expenses are being settled as per manuals.
- Monitoring of credit card, their usage and settlement as per credit card policy.
- Review GLs related to suppliers and ensure monthly reconciliation between aging and suppliers ledgers.
- Controlling the landed cost account, AP control account and reconciling the posted amounts with the reported one as per the GRV cost sheet.
- Perform reconciliation between on hand inventory/damaged inventory with CCL balances.

#### Senior Accountant

##### **Erinco International Group / Qatar, Doha. /Jan 2016 - Jun 2017**

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures Preparing Accounting cycle for company, And establishment for Account system.

#### Accountant

##### **Regency Holding Group / Qatar, Doha. /Mar 2015 - Sep 2015**

- Create project accounts in the accounting system (ERP).
- Maintain project-related records, including contracts and change orders Authorize access to project accounts.
- Authorize the transfer of expenses into and out of project-related accounts.
- Review and approve supplier invoices related to a project.
- Review and approve time sheets for work related to a project.
- Review and approve overhead charges to be applied to a project.
- Review account totals related to project assets and expenses Investigate project variances and submit variance reports to management.
- Confer with receivables staff regarding unpaid contract billings.
- Report on project profitability to management.
- Report to management on any opportunities for additional billings.
- Report to management regarding the remaining funding available for project.
- Create or approve all project-related billings to customers.
- Investigate all project expenses not billed to customers.
- Respond to requests for more detail from customers.
- Approve the write off of any project-related billings that cannot be billed or collected from customers.
- Close out project accounts upon project completion.
- Compile information for internal and external auditors, as required.
- Preparing L.C, L.G on Bank and follow it (Expert).

#### Accountant

##### **Audit Office (Ahmed Raouf) / Egypt, Cairo. /Oct 2011 - Feb 2015**

- Fully aware of the work of Journal entries and posting to ledger and job listing.
- Verify, allocate, post and reconcile accounts payable and receivable for company.
- Produce error-free accounting reports and present their results.
- Analyze financial information and summarize financial status Spot errors and suggest ways to improve efficiency and spending.
- Review and recommend modifications to accounting systems and procedures.

- Manage accounting assistants and bookkeepers Participate in financial standards setting and in forecast process.
- Prepare financial statements and produce budget according to schedule Plan, assign and review staff's work.
- Support month-end and year-end close process preparing all closing account (Balance sheet, profit and loss, Income statement, Cash flow statement).

#### Accountant

#### **Al Rosaancontraction / Saudi Arabia, Riyadh /Apr 2009 - July 2011**

- Maintain up-to-date billing system generate and send out invoices.
- Follow up on, collect and allocate payments.
- Carry out billing, collection and reporting activities according to specific deadline.
- Perform account reconciliations, review AR aging to ensure compliance.
- Process credit card payments, prepare Bank deposit and reconciliation bank review and verify invoices and check requests, sort, code and match invoices set invoices up for payment.
- Entire and upload invoices into system.
- Track expenses and process expense reports.
- Prepare and process electronic transfers and payments.
- Post transactions to journals, ledgers and other records.
- Reconcile accounts payable transactions prepare analysis of accounts.
- Monitor accounts to ensure payments are up to date.

## EDUCATION

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#### Master's Degree

ZagzigUniversity / Egypt, Cairo / 2021

Reading Master Degree of Accounting

#### Post Graduate Higher Diploma (Accounting& Auditing)

ZagzigUniversity / Egypt, Cairo / 2013

Post Graduate Higher Diploma at Auditing and Accounting

## COURSES

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#### CIMA Diploma in Management Accounting (CIMA Dip MA)

Charter Institute Management Accountant / July 2022 - Present