

SUMMARY

Experienced and knowledgeable Accountant with 4 years of proficiency in laws and procedures governing business operations, tax filings, and regulatory compliance. Possesses strong attention to detail and handles detail-oriented work in a methodical and organized fashion. Leverages field expertise, resourcefulness, and diligence to make a positive impact on business operations.

EXPERIENCE

Accountant

Feb '23 - Nov '23

Saad Saeed Mansi Al Ghamdi Contracting – Jeddah, Saudi Arabia

Responsibilities:

1. Ensured compliance with accounting standards by accurately documenting and verifying journal entries.
2. Improved efficiency by promptly entering suppliers' invoices into the system after thorough document verification, following accounting standards.
3. Demonstrated attention to detail by matching customer receivable vouchers with bank statements before entering them into the system and preparing and analyzing bank reconciliations.
4. Played a key role in financial analysis by reviewing and analyzing cash covenants and accurately entering them into the system upon approval.
5. Analyzed customer accounts and prepared a statement of the rate of aging of debts with customer balances.
6. Prepared the trial balance every month and prepared and analyzed the value-added tax report.

Accountant

Apr '22 - Jan '23

Apex For Modern Buildings - Nasr City, Egypt

Responsibilities:

- Oversaw the company's general account operations by strategically controlling and verifying financial transactions.
- Established controls and processes to perform general ledger work for the month, quarter, and year-end.
- Reviewed and analyzed preliminary financial statements and month-end reports with 100% accuracy.
- Reviewed accounts payable and invoice listing to confirm validity and to conduct budget updates as necessary.

Assistant Accountant and Auditor

Jan '21 - Mar '22

Mohamed Hashish for Accountants and Consultants - New Cairo, Egypt

Sample of companies that I have visited as an auditor: -

- | | |
|-----------------------|---|
| * Aerzen North Africa | * White & Case LLP International Law Firm |
| * Fuchs lubricants | * Eight Developments |
| * Oils & Grains | * Apex for Modern Buildings |
| * Valley water | * FORM Contractors and designers |

Responsibilities:

1. Safeguarded comprehensive analysis of client data and financial transactions, resulting in identifying accounting control procedures and implementing improved processes.
2. Maintained accurate financial records and ensured the proper recording of operations, supporting a seamless financial workflow and facilitating efficient reporting.
3. Ensured compliance with monetary policies, regulations, and legislation, proactively identifying and addressing discrepancies or risks.
4. Generated profit and loss statements and other financial reports, including an audit vendor list, providing key insights to support strategic decision-making.
5. Prepared month-end balance sheet reconciliations, meticulously recording transactions and creating detailed reports to track income and validate expense figures.

6. Trained and supported 3 new graduates

Assistant Accountant & External Auditor

Dec '19 - Dec '20

Ahmed Mohammed Basouny for accounting and consultants - Giza, Egypt

Responsibilities:

1. Safeguarded thorough examination of financial statements to ensure accuracy and compliance with laws and regulations, maintaining high financial integrity.
2. Assisted Senior Accountant professionals with various finance duties, contributing to the smooth operation of financial processes and supporting team efficiency.
3. Prepared monthly tax summaries for VAT submission, meticulously filing VAT returns and ensuring compliance with tax regulations.
4. Managed accounts and organized information into accounting software, streamlining data management and facilitating efficient financial reporting.

Accomplishments

- Maintained company database by entering, verifying, and performing regular data backups for data integrity
- Analyzed monthly and quarterly financial statements to reduce company expenses by 20%
- Maintain 100% compliance of accounting tasks with state and federal laws of the country
- Prepared monthly and annual financial reports of 5+ companies to track expenses

SKILLS

Bank reconciliations and balancing
Accounting and bookkeeping
A/P and A/R reconciliations
Tax return filing
Budgeting
General ledger accounting
Financial data analysis
Financial reporting
Expense management
Microsoft Excel - QuickBooks – Odoo - Tally
Problem-solving - analytic
Attention to detail - Relationship building
Customer Communication

REFERENCE

Mr. Bassem gamee
HR Manager New Green for Export and Import Co. Egypt
Contact: +20 1093335311
bassem70@gmail.com

EDUCATION

Business/Commerce General - Egypt
Ain Shams University
Bachelor's degree
Major: Accounting & Finance
Grade: Good

Oct '15 - Oct '19

LANGUAGE

Arabic	Native
English	Advanced