







CONTACT

 Alexandria, Egypt

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SKILLS

- Microsoft Dynamics 365.
- Quick books ERP.
- Strong knowledge of IFRS.
- Financial reporting.
- Financial analysis.
- MS Office (Excel, word,...).
- Self-motivated professional.
- Strong communication.

LANGUAGES

Arabic Native

English C2
Proficient

ADDITIONAL INFORMATION

Join : I can join immediately

Nationality: Egyptian.

Date of birth : 18/01/1992.

Ahmed Abdel Naim

PROFESSIONAL SUMMARY

Detail-oriented with financial data and careful to follow accounting best practices, internal controls and regulatory requirements. Helps drive financial improvements with reliable and compliant records accurate for forecasting and business planning.

WORK HISTORY

Senior accountant 08/2023 - 11/2023
Smart planners facilities management- real estate. - Dubai , United Arab Emirates

- Lead and manage accounting team, including setting clear objectives, providing guidance, and conducting performance evaluations.
- Oversee and ensure accuracy, completeness, and timeliness of financial transactions, including accounts payable, accounts receivable, general ledger entries, and payroll.
- Develop and maintain accounting policies, procedures, and internal controls to ensure compliance with relevant regulations and best practices.
- Prepare and review financial statements, reports, and analyses, including income statements, balance sheets, cash flow statements, and variance analyses.
- Coordinate and manage annual budgeting process, working closely with department heads to establish financial targets and monitor performance against those targets.
- Monitor and analyze financial performance metrics to identify trends, opportunities, and areas for improvement.
- Collaborate with external auditors to facilitate annual audit process and ensure timely completion of audits.
- Stay current with changes in accounting regulations and standards, ensuring that organization remains in compliance.
- Identify opportunities to streamline processes, enhance operational efficiency, and improve accuracy of financial reporting.
- Prepare and submit accurate and timely tax returns, ensuring compliance with local, state, and federal tax regulations.

Senior Accountant 11/2019 - 11/2022
Shawarma House Restaurants - Riyadh, Kingdom Saudi Arabia

- Prepared monthly bank reconciliations .
- Prepared VAT forms and Monthly upload of tax report on government website.
- Updated journal entries and accounts on accrual basis with software(Dynamic 365).
- Record purchases invoices on program, and Prepared monthly reconciliations for suppliers .
- Reviewed and processed employee expense reports and Suppliers invoices for payment.
- Review monthly expenses and receipt of cash .
- Preparing monthly profit and loss reports for restaurants.

- Reviewing Transactions of assets (coding, buying, adding, scrapping, selling, depreciation) .

Cost Accountant

08/2017 – 09/2019

THM Group -Restaurants – Alex, Egypt

- Collect cost information and maintain expenses database.
- Construct data accumulation systems
- Determine fixed costs (e.g. Salaries, rent and insurance) .
- Plan and record variable costs (e.g. Purchases of raw material and operations costs) .
- Review standard and actual costs for inaccuracies .
- Prepare budgeting reports (for company and for each department)
- Analyze and report profit margins.
- Prepare (monthly, quarterly and annual) cost forecasts.
- Assisting in month-end and year-end closing .
- Identify and recommend cost-effective solutions .
- Inventory control .

Senior Accountant

02/2016 – 06/2017

Al-Saedy Company for Frozen Meats – Alex, Egypt

Accountant

11/2014 – 01/2016

Lactuel Company – Cosmetics – Alex, Egypt

- Reconciling company's bank statements and bookkeeping ledgers .
- Managing income and expenditure accounts .
- Participate to invoicing process .
- Support accounts payable and receivable team .
- Interact with clients to update them on status of their funds transfer.
- Assist senior manager in monthly closing process .

EDUCATION

Bachelor of commerce : Accounting and Business administration., 06/2013

Alexandria University – Alex- Egypt

- Grade : ***very good with honor*** .

CERTIFICATIONS

- CMA- Certified Management Accountant (part one).