

Ali Saeed

Nationality: Egyptian **Date of birth:** 10/01/1995 **Gender:** Male **Phone number:** (+966) 541408474

Email address: ali.ramadan100195@gmail.com **WhatsApp Messenger:** +201558542000

WhatsApp Messenger: +966541408474 **LinkedIn:** <https://www.linkedin.com/in/ali-ramadan-saeed/>

Home: Riyadh (Saudi Arabia)

ABOUT ME

I am an excellent accountant due to my education, career experiences, and personal skills. I have been practicing accounting in different fields for over 3 years in both markets in Egypt and Saudi Arabia. I have already studied PFA, and I have good knowledge of IFRs. I am quick to learn and willing to adapt to any job. I am a competent, ambitious, responsible, hard-working employee and detail-oriented accountant with the ability to achieve tasks when working alone or as part of a team. What I seek is a good opportunity that aligns with my talents and helps me grow.

WORK EXPERIENCE

General Accountant

Karam Al-Arabiya (Holding, Hotel, Real-estate) [10/01/2023 – Current]

City: Riyadh | **Country:** Saudi Arabia

Document financial transactions by entering account information.

Create detailed journal entries and post them to the general ledger (GL) to track all income statements and expenses.

Handle all accounts payable and receivable daily to ensure each invoice and expense report is accurate.

Manage daily financial transactions, including processing invoices, posting payments, and tracking hotel revenue.

Recommend financial actions by analyzing accounting options.

Analyze financial information and summarize the financial status.

Prepare VAT Reports.

Communicate with the manager and/or director on work status and client issues that arise.

Facilitate all incoming and outgoing payments, including printing, obtaining signatures, and distributing checks as necessary.

Follow up with accounts payable vendors, keep in touch for collections, and ensure bills are paid on time.

Prepare and analyze financial statements, including balance sheets and income statements, to assess the hotel's financial performance.

Oversee payroll processing, ensure accurate wages, tax withholdings, and employee benefits calculations.

Coordinate with department heads to compile budgets, monitor spending, and implement cost-control measures.

Conduct internal audits to ensure compliance with financial policies and regulations, identifying and addressing discrepancies.

Manage the hotel's cash flow, forecast future financial positions, and make necessary investment decisions.

Liaise with external auditors during annual audits, providing all required financial records and explanations for financial practices.

Oversee the management of inventory, ensuring accurate tracking of hotel supplies, and minimize waste through efficient procurement practices.

Note: Karam Al-Arabiya Holding is the owner of Karam Al-Arabiya Hotel, Karam Al-Arabiya Real Estate and other Companies.

Financial accountant

Everest View Development [01/04/2021 – 31/12/2022]

City: Giza | **Country:** Egypt | **Business or sector:** Real estate activities

Create detailed journal entries and post them to the general ledger (GL) to track all income statements and expenses.

Handle all accounts payable and receivable daily to ensure each invoice and expense report is accurate.

Facilitate all incoming and outgoing payments, including printing, obtaining signatures, and distributing checks as necessary.

Follow up with accounts payable vendors, keep in touch for collections, and ensure bills are paid on time.

Children sports trainer

Kathmandu University High School [09/01/2021 – 29/03/2022]

City: Dhulikhel, Kavre | **Country:** Nepal | **Business or sector:** Education

Teaching relevant skills, tactics, and techniques.

Monitoring and enhancing performance by providing tuition, encouragement, and constructive feedback.

Identifying strengths and weaknesses.

Advising about health and lifestyle issues.

Developing training programs.

EDUCATION AND TRAINING

PFA

Accountants Training Center [2022 – 2022]

Address: Cairo, (Egypt)

Bachelor Degree in Accounting

Thebes Academy [2015 – 2019]

Address: Al Maadi, Cairo, (Egypt) | **Field(s) of study:** Business, administration and law: • Accounting and taxation • Finance, banking and insurance | **Final grade:** 3.15 | **Level in EQF:** EQF level 4

Diploma in Information Technology

Technical Institute at mataria [2013 – 2015]

City: Cairo | **Country:** Egypt | **Field(s) of study:** Information and Communication Technologies | **Final grade:** Good

LANGUAGE SKILLS

Mother tongue(s): Arabic

Other language(s):

English

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

German






LISTENING B1 READING B1 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Digital Skills - Test Results

	Information and data literacy	ADVANCED	Level 5 / 6
	Communication and collaboration	ADVANCED	Level 5 / 6
	Digital content creation	ADVANCED	Level 5 / 6
	Safety	INTERMEDIATE	Level 3 / 6
	Problem solving	ADVANCED	Level 5 / 6

Results from [self-assessment](#) based on [The Digital Competence Framework 2.1](#)

My Digital Skills

Technical Skills

Microtec-Accounting System / PeachTree Accounting / Jira, ClickUp, Trello / Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access / details oriented

Soft skills

Responsibility / Decision-making / Team-work oriented / Presenting / Motivated / Creativity / Flexibility / Good time management / Good listener and communicator

HOBBIES AND INTERESTS

Reading, Gym, computer games, chat, visit new places.