

Gehad Gamal Mohamed

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PROFESSIONAL SUMMARY

I'm passionate about accounting, with my bachelor's degree and hands-on experience in receivables, payables, banking, petty cash, treasury, payroll, and VAT. I aim to refine my accounting knowledge to achieve excellence and contribute to organizational success, adding significant value to the business.

SKILLS

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| <ul style="list-style-type: none">• Adaptability.• Time management.• QuickBooks, OODO ERP. | <ul style="list-style-type: none">• Mathematica.• Strong decision-maker.• Advanced level in Excel. |
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WORK HISTORY

GENERAL ACCOUNTANT | 03/2021 – 12/2024 ZIYAD TECHNICAL FACTORY – Jeddah - KSA

- Preparing and submitting VAT reports.
- Following up on the fund's movement daily and recording the relevant transactions.
- Bank reconciliation.
- Recording all expenses paid through the bank.
- Verifying point-of-sale budget restrictions and processing their fees.
- Maintained meticulous records of VAT transactions, ensuring accurate and timely verification and compliance.
- Closing expenses and GL intermediate accounts monthly and annually.
- Assistance in purchasing accounting.



GENERAL ACCOUNTANT | 07/2014 - 03/2021 Elevators World Co. – Jeddah - KSA

- Preparing monthly and annual accounts
- Corporate document maintenance
- Projecting cost calculations
- Liaising with auditors
- Processing employee expenses
- Costing for projects
- Data gathering
- Receiving and storing invoices
- Using digital systems to keep records and create payments
- Preparing and posting journals
- Logging daily entries in accordance with accounting policy



شركة عالم المصاعد المحدودة
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JUNIER ACCOUNTANT + HR | 04/2013 - 03/2014
AL-ABD ELLATIF AL-TARSHOUBY FARMACIES - EGYPT



- Following up on the fund's movement daily and recording the relevant transactions.
- Receiving petty cash and payments as instructed.
- Completing the supplier cash payment process (authorization letter, receipt voucher, and payment voucher).
- Receiving funds from sales and depositing them into the company's various bank accounts.
- Recording payment vouchers and receipt vouchers.
- Keeping documents related to collections, expenses, and revenues in special files in a regular and proper manner.
- Issuing, registering, and depositing checks.
- Paying cash salaries to the employees of the institution.
- Reimbursing employee advances from petty cash.
- Performing daily counts of petty cash and preparing petty cash flow statements.
- Assisting the cost controller.
- Reconciling physical inventory with data in the system.
- Collecting and recording arrival and departure times for employees from the attendance machines of all the branches of the pharmacy.
- Listing the data in a program made from me with Excel program
- Building good relationships with employees.
- Prepare the results of duty time of all employees to be ready at the end of the month.
- Calculating the final amount for the salary depending on basic salary and total duty time of every employee.
- Preparing and reviewing salary reports and submit it to the top management.
- Oversee on all staff and prepare the KPIs to evaluate their performances through it.
- Overseeing on all salary distributing steps.
- Organizing and guidance the staff in selling unit and work to raise their performance, skills and competences.
- Conducting periodic field visits to the branches and warehouses.
- Facing procurement unit problems and participate to solve it.

Computer Skills

- Peachtree
- ODOO ERP System
- QuickBooks
- Microsoft Office application (word, Excel, PowerPoint and access)
- Internet & E-mail communication
- Windows
- Photoshop, Illustrator and Adobe Premiere

EDUCATION

Al-Mansoura University – Mansoura City, Egypt | Bachelor of Accounting
2007 – 2011

ACCOMPLISHMENTS

ZIYAD TECHNICAL FACTORY

1. Developed and implemented new internal control procedures that improved financial accuracy and petty cash.
2. Initiated regular internal audits that identified and corrected VAT discrepancies, achieving a 35% reduction in errors.
3. Trained and mentored junior accountants, contributing to their professional development and team efficiency.

LANGUAGES

Arabic

Native level

English

Intermediate level

REFERENCES

Available upon request...