

Ahmed Zaytoun – MBA - FMVA

Finance and Accounting Manager

Phone: (+966)0549460812 | Email: ahmedzaytoun2009@gmail.com |

LinkedIn: [linkedin.com/in/ahmed-zaytoun-mba-fmva®-a11181110](https://www.linkedin.com/in/ahmed-zaytoun-mba-fmva/-a11181110)



Personal Information

Address: Malaz– Riyadh – Saudi Arabia

Date of birth: 25-11-1985

Nationality: Egyptian

Marital Status: Married

Military Status: Exempted.

EDUCATION

B.Sc. Commerce 2006 -Accounting – Ain shams university - Grade Good.

MBA - Financial Management – 2018 - Arab Academy for Financial and Banking Sciences | Egypt.

Work History

Saudi Emar Construction and Development [Jan 2025 – present].

Finance and Accounting Manager

- Manage the general accounting functions (accounts payable, accounts receivable, general ledger, and taxes).
- . Responsible for the entire group related to IFRS accounting expertise and guide the finance team on compliancy, accuracy towards the IFRS accounting principles.
- . Provide complete accounting information for external auditor on the IFRS accounting results and compliance.
- Prepare and maintain Projects cash flow and Budget analyses.
- Analyze monthly financial statements (balance sheet, income statement, and statement of cash flows) and effectively convey analysis to staff as requested.

- Managing all the Treasury activities, Leading Treasury preparation process and directing continues controlling, revising, and reporting.
- Create and review the taxable invoices on the portal of electronic invoices.
- Review and submit the Value added Tax (VAT) and Corporation tax Monthly.
- Reconcile bank accounts and general ledger accounts as assign.
- Assist in reconciling all balance sheet and income statement accounts on a monthly/quarterly basis as indicated by the monthly closing schedule.
- Process payroll and report payroll taxes for the organization
- Perform basic office management duties as requested

Core Construction & Finishing Egypt [2023 – Dec 2024].

Finance and Accounting Manager

- Manage the general accounting functions (accounts payable, accounts receivable, general ledger, and taxes).
- . Responsible for the entire group related to IFRS accounting expertise and guide the finance team on compliancy, accuracy towards the IFRS accounting principles.
- . Provide complete accounting information for external auditor on the IFRS accounting results and compliance.
- Prepare and maintain cash flow and Budget analyses as needed weekly, Monthly and yearly.
- Analyze monthly financial statements (balance sheet, income statement, and statement of cash flows) and effectively convey analysis to staff as requested.
- Managing all the Treasury activities, Leading Treasury preparation process and directing continues controlling, revising, and reporting.
- Create and review the taxable invoices on the portal of electronic invoices.
- Review and submit the Value added Tax (VAT) and Corporation tax Monthly.
- Reconcile bank accounts and general ledger accounts as assign.
- Respond to inquiries from staff regarding budgets, deposits, disbursement and grant reporting requests.
- Assist in reconciling all balance sheet and income statement accounts on a monthly/quarterly basis as indicated by the monthly closing schedule.
- Process payroll and report payroll taxes for the organization
- Perform basic office management duties as requested

pinnacle construction Projects Egypt [2017 – Feb 2023].

Chief Accountant

- Responsible for day-to-day finance and accounts operations.
 - . Provide complete accounting information for external auditor on the IFRS accounting results and compliance.
 - . Responsible for managing the financial and monetary aspects of a business, which includes cash flow, liquidity, funding, and relationships with financial institutions.
- Maintaining accurate and up to date records of all financial transactions.
- Preparation of monthly, quarterly and annual financial reports.
- Prepare AR & AP aging report.
- Prepare the Fixed Assets, Depreciation report.
- Review & approve the Bank Reconciliation.
- Prepare and review Trail Balance Sheet - monthly.
- Prepare Income Statement and Balance Sheet.
- Create the taxable invoices on the portal of electronic invoices.
- Review and submit the Value added Tax (VAT) and Corporation tax Monthly.
- Analysis balance sheets, income, cash flow statements.
- Double Click ERP.

Amlaak For General Contracting - Egypt [2016 – 2017].

Senior Accountant

- Prepare daily journal Entries for accounts payable (Subcontractors & suppliers)
- Submit the Value added Tax (VAT) and Corporation tax Monthly.
- Prepare AR & AP aging report.
 - . Create the taxable invoices on the portal of electronic invoices.
- Prepare the payment certificate for subcontractors & suppliers.
- Analysis balance sheets, income, cash flow statements.
- Follow up & review all petty cash & settlements.
- Prepare the Trail Balance Sheet - monthly.
- Double Click ERP SYSTEM.

Advanced Vision company - Saudi Arabia [2009 – 2015]

Accountant

- Prepare daily journal Entries for accounts payable (Subcontractors & suppliers)
- Prepare AR & AP aging report, Bank Reconciliation.
- Follow up & review all petty cash & settlements.
- Prepare the Trail Balance Sheet - monthly.

Dream Land company - Egypt [2007 – 2008]

Accountant

- Prepare daily journal Entries for A/P -Subcontractors & suppliers)
- Prepare the payment certificate for subcontractors & suppliers.

Language

Arabic – Mother Tongue

English - Excellent command (written & spoken).

Computer Skills

Perfect Software

Microsoft Office (Word – Excel – Outlook)

Courses

Financial Modeling and Valuation Analyst (FMVA)[®] | CFI – 2022.

ICDL: 2008 - Arab academy for science technology & maritime transport.

ENGLISH COURSE – AUC 2008 – LEVEL 10.