

Ragheb Mohamed Fouda
Jeddah, Saudi Arabia
Mobile No: 0534275388
Email: ragheb116@yahoo.com



Experience for 15 year as a Project Senior Accountant at Industrial Cities Development and Operating CO. (ICDOC) In Jeddah, Saudi Arabia From January 2009, and till now.

OBJECTIVE:

Obtain a challenging position to achieve an opportunity where my experience can be effectively implemented and join hands with the management in achieving the firms overall growth and potential.

PERSONAL DATA:

Date of Birth : 11/06/1983
Marital Status : Married
Religion : Moslem
Nationality : Egyptian
Military Service: Exempted

EDUCATION:

CAFC (Canadian Association of Financial Consultant)

- ✓ Financial Consultant 2012

Bachelor of Commerce, Tanta University, Egypt, 2005

- ✓ Major: Faculty of Commerce
- ✓ Minor: Accounting
- ✓ Section: Arabic
- ✓ Grade: Accepted

SKILLS & QUALIFICATIONS:

- ✓ Accounting & Financial Statement Analysis Certificate July 2020
- ✓ CAFC (Canadian Association of Financial Consultant) June 2012
- ✓ Financial Consultant
- ✓ Budgets
- ✓ The feasibility study of the projects
- ✓ Financial Risk
- ✓ Long-term loans
- ✓ Documentary Credits

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Miscellaneous:

- Accounting principles in reports and financial statements AUG 2023
- Accounting & Financial Statement Analysis Certificate July 2020
- ICDL Course
- General Course in English in Amideast
- Conversation Course in English in Amideast
- Communication Skills course.
- Creative Thinking and 8 Habits of successful people course.

Management Ability:

- Manage and motivate people
- Create and follow-up the department plan
- Develop a reporting system to keep senior management informed

Planning Ability:

- Develop budgets and forecasts
- Implement system of reports to locate problem areas quickly

Technical Skills:

- Microsoft Office (Excel, Word, PowerPoint, Access)
- Graphic Design (Adobe Photoshop, Free hand, Quark Express)
- Internet and Research

Language:

- Arabic: Native
- English: Fluent

PROFESSIONAL EXPERIENCE:

Experience for 14 year as a Project **Senior Accountant** at Industrial Cities Development and Operating CO. (ICDOC) In Jeddah, Saudi Arabia From January 2009, and till now.

- ✓ Responsible for **ICDOC & JECO & LTOM & ARAHA Branch** accounting functions.
- ✓ Posting invoices from Suppliers in accounts payable module.
- ✓ Preparing accounts payable aging report and sharing it with Manager Finance for review on monthly basis.
- ✓ Ensuring that all the ledgers are reconciled with the Accounts Payable reports.
- ✓ Issuing invoices to customers.
- ✓ Allocating the shared costs from HQ to the subsidiaries/projects
- ✓ Ensuring that all the ledgers are reconciled with the Accounts receivables reports.
- ✓ Preparing and reviewing customer aging report on monthly basis and submitting it to the Manager Finance for review and appropriate action.
- ✓ Actively participating in monthly, quarterly and annual closing.
- ✓ Review of monthly trial balance and all supporting ledgers.
- ✓ Preparing and posting payroll journals on monthly basis.

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- ✓ Preparing monthly bank reconciliation statements.
- ✓ Preparing and posting transaction in Fixed asset module and reviewing fixed asset register on monthly basis;
- ✓ Preparing and posting fixed asset acquisition, disposal and depreciation profile;
- ✓ Preparing intercompany/related parties details and reconcile it with the related parties on quarterly basis.
- ✓ Reconciling the partners' accounts with the Company on quarterly basis;

- ✓ Preparing the income statement.

- ✓ Preparing Zakat calculation on quarterly basis and incorporate the appropriate provision for Zakat for each quarter;
- ✓ Preparing and submitting Zakat related information to the Zakat consultant for filing Zakat return;
- ✓ Coordinating with the Zakat consultant in order to file the Zakat return;
- ✓ Preparing monthly VAT return and submitting it for review of the Manager Finance;
- ✓ Submitted Monthly VAT return to GAZT through web portal;
- ✓ Preparing VAT settlement on monthly basis;
- ✓ Prepares periodic reports i.e. monthly, quarterly and annual reports. The reports include monthly revenue report, monthly financial statements etc;
- ✓ Review the purchase requisitions initiated from the requester match with budget.
- ✓ Monitoring performance compared to budget and previous year;
- ✓ Compiling budget on the template based on the information provided by the concerned department.
- ✓ Maintains working relationships with other departments in the Organization;
- ✓ Coordinating with the external auditors and providing them the information/schedule to conclude audit.

2006 - 2008: *Accountant*

CLENCO Company import and export of paper, Tanta, Egypt

1. Aided executive in staff capacity by managing office services
2. Followed up with the medical representatives to ensure proper procedures were met
3. Collected and analyzed reports from men daily sales reports and monthly sales
4. Wrote, designed and produced monthly reports of Accounts Department
5. Assist in the planning and preparation of meetings
6. Manage and supervise the warehouse system, and prepare monthly report

Internship:

- Accounting & Financial Statement Analysis Certificate July 2020
- CAFC Course (Canadian Association of Financial Consultant) 2012.
- ICDL Course.

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Job Description:

1. Supervision of the cashier and the store
2. Participation in the annual inventory to the stores and cashier
3. data entry accounting and financial reporting
4. Feasibility studies for projects

Throw this internship I had learned more about:

- Belding organizational structure and the relation between different departments in the organization.
- The relationship between different managerial levels and employees.
- Communication and negotiation skills in the work place.
- Decision making and other leadership skills.

REFERENCES AVAILABLE ON REQUEST.