

Ahmed Shoaib Mohammed

Riyadh, KSA | shoaibah2030@gmail.com | +966 565631652

EDUCATION

NUB University

Bachelor of Accounting, major and minor in Business Administration

Egypt

2016-2020

- **Passed with Merit (GPA – 2.8/4)**

WORK EXPERIENCE

Samarqand Restaurant

Branch Accountant

Riyadh, KSA

JUN2023 – Present

- Manage all financial aspects of the restaurant's branch operations, including accounts payable, accounts receivable, payroll, and daily cash reconciliation.
- Prepare and maintain accurate financial records and ensure compliance with local tax regulations and industry standards.
- Coordinate with department heads to develop and track annual budgets, ensuring adherence to cost control measures.
- Oversee monthly and quarterly financial reporting, presenting key insights to senior management to inform strategic decision-making.
- Process vendor invoices, payments, and resolve discrepancies to maintain positive vendor relationships.
- Conduct daily and weekly cash flow analysis, ensuring adequate liquidity for operational needs.
- Perform monthly reconciliations of bank statements, credit card transactions, and supplier accounts.
- Assist with tax filing and ensure timely remittance of payroll taxes, VAT, and other local taxes.
- Monitor inventory and cost of goods sold (COGS), working closely with the procurement team to optimize inventory management.
- Provide training and support to junior accounting staff, fostering an environment of continuous improvement.

WORK EXPERIENCE

Al Haram Al Raqi Brokerage Office

Branch Accountant

Riyadh, KSA

APR2022 – May2023

- *Manage day-to-day accounting activities, including processing transactions, maintaining ledgers, and preparing financial reports for clients and management.*
- *Reconcile client transactions, ensuring that all trades, investments, and commissions are accurately reflected in financial statements.*
- *Prepare monthly, quarterly, and annual financial statements, including profit and loss reports, balance sheets, and cash flow statements.*
- *Perform accounts payable and accounts receivable functions, ensuring timely processing of client payments and vendor invoices.*
- *Monitor and report on financial performance for a portfolio of clients, providing recommendations for investment strategies based on financial data.*
- *Ensure compliance with financial regulations and brokerage industry standards, including proper tax reporting, VAT, and withholding taxes.*
- *Process and verify investment-related transactions, including stock trades, bonds, and other securities, ensuring proper documentation and accurate posting to client accounts.*
- *Assist with the preparation of annual budgets and forecasts, providing insights into financial planning and cash management.*
- *Work with external auditors to ensure proper internal controls and prepare for annual audits, ensuring accurate reporting and compliance with industry standards.*
- *Handle financial data for tax filings and ensure timely and accurate remittance of taxes.*

SKILLS & INTERESTS

Languages: fluent in English and Arabic

Skills:

- Microsoft Excel - able to do most functions via keyboard.
- Public Speaking

Interests:

- **Reading:** Passionate about exploring various genres, which helps enhance critical thinking and creativity.
- **Spending Time with Family:** Enjoy quality time with family, which fosters strong relationships and work-life balance.
- **Music:** Enthusiastic about listening to and discovering new music, which provides relaxation and inspires creativity.