

Curriculum Vitae

Full Name: Ibrahim Mohamed

Nationality: Egyptian

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Educational Qualification: Bachelor's Degree , Menoufia University 2005

Job Title: Local Content Officer and Electronic Invoice Reviewer

Company Location: A company in Riyadh

Years of Experience: 2 year in ksa

Training Courses: Courses in Excel, Electronics, and Maintenance

Career Objective:

I aspire to work in a professional environment that enables me to utilize my expertise in local content and compliance with tax invoicing regulations according to the requirements of the Zakat, Authority,

Professional Experience:

- Preparing and monitoring local content plans for major projects in accordance with local content authority requirements.
- Ensuring local suppliers are registered and updating local content databases.
- Preparing and submitting local content reports
- Coordinating with the Zakat, Tax and Customs Authority regarding electronic invoices and compliance requirements.
- Reviewing invoices to ensure the tax number and invoice components meet regulatory standards.
- Coordinating with purchasing and finance teams to ensure tax reporting and invoicing compliance.

Skills:

- Proficient with the VAT electronic invoicing platform.
- Experienced in handling local content systems and required reports.
- Ability to analyze tax data and ensure compliance with government regulations.
- Proficient in Microsoft Office (Excel, Word, PowerPoint).
- Excellent communication and coordination skills.
- Commitment to laws and government instructions.

Languages:

- Arabic: Native
- English: Very good (reading, writing, speaking)