
MAHMOUD FOUAD EL-ASAAS

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PROFESSIONAL SUMMARY

Diligent Accounts Payable Supervisor with experience leading motivated teams to maintain accurate, timely ledger activity. Knowledgeable and experienced across requisition, procurement and payment processes. Collaborates well with suppliers and employees for constructive communications.

WORK HISTORY

Senior Payable Accountant, 04/2022 - Current

Thabat Construction Company - Riyadh, Saudi Arabia

- Prioritized invoices with purchase orders, utilities, freight bills, expense reports, check requests, etc. in order to process payments accurately and timely.
- Created A/P entries regarding electronic wires. Instituted thorough cross-checking of pack-lists, receivers, and invoices that halted a previous history of thousands of dollars in overpayments to suppliers.
- Maintained records of all payments made. Ensured the accuracy of the amounts entered in the system.
- Responsible for processing various vendor's invoices and ensuring proper approval for a payment Team members in the long term.
- Performed the twice-daily manual procedures of processing pay cycle for Claims payments.
- Developed records storage and maintenance for improved audit reliability.
- Responsible for creating training systems and manuals and implementing them for new employees. Balance accounts daily and validates that all checks are produced and maintain the check register.
- Reviewed and properly coded employee expenses Create, analyze, and distribute financial reports for management.
- Oversaw up-to-date general ledger documentation for thorough reference.

General accountant, 05/2019 - 04/2022

Arfad International Industrial Company - Saudi Arabia

- Responsible For All Payments And Receipts With The Company's Wood Factory
- Follow-up The Preparation Of Row Material Requests With The Warehouse Dep.
- Analyzed monthly reporting to reconcile production operations and general ledger.
- Prepared VAT and income tax forms for commercial and individual clients.
- Follow-up The Preparation And Issuance Of The Purchase Order From Procurement Section
- Follow-up Of The Movement Of Receiving Raw Materials From Suppliers And Make The Necessary Accounting Entries
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Registration Of Invoices On Oracle General Ledger (G/L)
- Updated journal entries and accounts on accrual basis with Oracle software.
- Maintained integrity of general ledger, including chart of accounts.
- Analyzed monthly balance sheet accounts for corporate reporting.

- Preparing The Sales Invoices.
- Follow-up The Collection From Clients And Making The Necessary Accounting Entries.
- Responsible For Preparing Contracts In Case Of Purchasing New Equipment And Machines
- Responsible for conducting a physical inventory of the inventory at the end of the year.
- Preparing Annual Income Statement To Clarify The Financial Position

Senior Accountant, 05/2012 - 05/2019

AZMEEL Contracting Company - jubail industrial, Saudi Arabia

- Conducted audits on financial processes and transactions to identify discrepancies.
- Generated and presented monthly financial statements to senior management.
- Managed entire accounting cycle from data collection and analysis to HMRC lodgments.
- Prepared monthly profit and loss, balance sheet and cash flow reports with exceptional accuracy.
- Managed and prepared journal entries and reconciliations to support monthly general ledger closing activities.
- Coordinated payment runs and accounts across different business entities and territories.
- Created quarterly and yearly balance sheets to track financial trends and performance.
- Analyzed files and accounts for discrepancies, accurately resolving variances.
- Reconciled accounts from income and expense data to net worth and assets.

SKILLS

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|-----------------------------------|----------------------------------|
| • Workflow management systems | • AP training and development |
| • Transaction review and approval | • Sage 200 |
| • Vendor reconciliation | • Staff training and development |
| • Cash forecasting | • Ledger management |
| • AP month-end closing | • Oracle NetSuite |

EDUCATION

Bachelor Degree Of Accounting: Accounting, 09/2003 - 07/2007

Faculty Of Commerce - Tanta / Egypt

LANGUAGES

Arabic

Native

English

Upper intermediate