

Ahmed Mohamed Ibrahim Elsayed

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🇪🇬 Nationality: Egyptian 🇸🇦 Valid Iqama 🔄 Transferable Sponsorship
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Professional Summary

Extensive experience in financial and administrative fields, covering sectors including construction, operation and maintenance, light and heavy transport spare parts, warehouse management, and foodstuff. IFRS certified. Specialized in financial reporting, variance analysis between actual and estimated costs, auditing project budgets, supervising accounting teams, and internal auditing. Practical experience with multiple software systems such as Odoo, Onix, and Microsoft Dynamics 3.

Work Experience

Arabian Gulf Maintenance and Contracting Company – Riyadh, Saudi Arabia

(Contracting)

Senior Accountant – Acting as Accounting Mnager for Maintenance, Roads, and Lighting Sectors

May 2022 – June 2025

- Follow up on clients' documentation cycle (government entities) from issuing invoices to collection via Ministry of Finance.
- Manage supplier payments cycle from invoice recording to payment approval, ensuring compliance with contract terms and scheduling payments according to cash flows; including advances, purchases, salaries, and dues to suppliers and employees coordinated with executive management.
- Review collections and bank transfers, prepare bank reconciliation memos to ensure balance accuracy.
- Follow up and review operational petty cash expenses on sites, vehicle fleet, and heavy equipment expenses, auditing invoices and linking them to cost centers per approved budgets.
- Review quantities in invoices compared to tender quantities and main contract issued by the government entity.
- Prepare analytical reports on variances between actual costs and estimated budgets for each project.
- Review monthly payroll files submitted by HR, verify data, deductions, entitlements such as leaves, end-of-service benefits, and travel tickets.
- Follow up preparation and submission of local content reports for procurement, ensuring classification according to ministry percentages per project.
- Participate in tender and supplier/cooperator bid studies with procurement department, verify bid accuracy, prevent manipulation, and ensure compliance with company budget and financial policies.

- Prepare and present quarterly income statements including revenues, costs, and recommendations, discuss with operations management, then present to senior management for approval.
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Al Fares Al Sate' Foods – Riyadh
Senior Accountant
Mar 2021 – May 2022

(Foods)

- Supervised accounting for Riyadh and Dammam branches ensuring unified financial procedures.
 - Managed warehouse additions and withdrawals, reviewed addition vouchers vs purchase invoices, audited receipt vouchers.
 - Monitored daily sales and achieved sales targets for both branches.
 - Audited delivery receipts and customer invoices, followed up on delivery receipt notes.
 - Performed periodic customer account reconciliations and validations.
 - Prepared daily journal entries, managed daily cash movements, and prepared reports for management.
 - Recorded bank transfers, matched bank balances, and prepared periodic bank reconciliation statements.
 - Prepared financial sales reports per branch, analyzed monthly sales by sales reps, and monitored collections by branch and rep.
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Shomou' Al Ghada Trading Co. – Najran
Agent + Food Cold Storage)
Senior Accountant
Dec 2020 – Feb 2021

(Food Trading and Distribution, PepsiCo)

- Fully supervised accounting activities as authorized agent for PepsiCo food products, plus frozen and chilled meat sales.
- Monitored sales reps' performance and achievement of daily/monthly targets.
- Followed POS system and linked it to inventory, sales, and collections.
- Oversaw recording of cash and credit sales, and bank collections.
- Recorded daily bank transfers and reconciled bank balances.
- Reviewed daily cash movements and prepared reports for management.
- Audited purchase movements, followed purchase orders, coordinated with suppliers, and verified purchase invoices against addition vouchers.
- Monitored inventory shortages and prepared daily reports for sales and purchasing management.
- Prepared monthly and annual tax declarations and ensured legal compliance.
- Prepared periodic financial statements and analyzed business results, providing financial performance reports.
- Periodically validated customer and supplier balances.

- Managed central cold storage inventory, controlling addition and withdrawal entries.
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Original Parts Trading Co. – Egypt (Heavy Transport Spare Parts - Iveco & Mercedes)
Senior Accountant
2017 – 2020

- Managed procurement cycle from reviewing stock addition vouchers, matching supplier invoices, and recording in accounting system.
 - Followed supplier balances, prepared account statements, and issued periodic payments based on balances.
 - Controlled incoming and outgoing warehouse movements, ensuring system conformity.
 - Followed goods delivery from warehouse to sales reps, matching delivery notes and sales invoices.
 - Prepared daily reports on goods delivered but not yet invoiced, following up to ensure invoicing completion.
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Pinnacle Engineering Projects – Egypt (Construction)
Payments Accountant
2012 – 2017

- Accurately recorded and followed daily cash movements.
 - Monitored contractor invoices, verifying quantities executed against contract terms.
 - Issued periodic payments to contractors and suppliers based on approved claims and payment schedules.
 - Managed general expenses payments timely.
 - Followed payroll disbursements ensuring schedule adherence.
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Al Hassan Contracting Office – Egypt (Construction)
Purchasing Accountant
2008 – 2012

- Reviewed purchase orders and supplier invoices to ensure compliance with agreements.
- Controlled costs and ensured adherence to project budgets.
- Supervised daily office management including purchases, attendance, and workflow with supervisors and technicians.
- Disbursed monthly salaries ensuring accuracy and timeliness.
- Prepared periodic management reports for decision-making.
- Managed tender application procedures and prepared required documentation.

Radio Shack – Egypt (Retail)**Cashier Accountant****2007 – 2008**

- Managed daily cash operations and prepared treasury reports.
- Fully complied with financial policies.
- Served as cashier accountant handling cash sales of electronic devices.
- Monitored inventory movement and prepared replenishment requests.
- Prepared daily financial reports for management.

Academic Qualifications

- Bachelor of Commerce – Accounting Major, Benha University, Egypt, 2007
- English Conversation Program – Level 1, The American University in Cairo, 2008

Professional Certifications

- IFRS Certificate (Obtained July 2025)
- CMA Certification – Part 1 Studies

Professional Skills

- Financial reporting and budgeting, Excel skills
- Cost analysis and project control, cash flow management