

Osama Hadhoud

Accountant

Personal data

Osama Abdel Fattah Mohamed Hadhoud

34years old, married

Egyptian, residing in the Kingdom of Saudi Arabia

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Introduction

+10 years of teamwork in various fields, including accounts, sales, customer service, and accounting information systems. I look forward to developing knowledge capacity and benefiting from my personal skills and functional experiences to employ them in the service of work and serving our Islamic and Arab society.

Professional Experience

General Accountant at M Plan Holding Limited - Contracting, Saudi Arabia, July 2025: Present

Responsibilities: Participating in preparing the internal documentation cycle - preparing the chart of accounts using the new Key Smart program - checking and matching customer and supplier monitoring - bank reconciliations - recording costs and revenues - following up on custody and purchasing activities - human resources work related to payroll.

General Accountant at Ibn Hatilan Car Rental and Transport Company, Saudi Arabia, January 2023 - December 2024

Responsibilities: Contribute to establishing the general accounting chart of accounts for the car rental and transportation branches, discuss the business plan with management, perform the entire accounting cycle from recording operations and financial transactions to preparing the final accounts and financial statements, conduct documentary and electronic review of branch collections and cash and bank disbursements, perform permanent custody work, audit accounts to ensure the accuracy of financial information and its compliance with accounting standards, monitor customer and supplier accounts, analyze bank statements, prepare settlement memorandums, manage taxes and their ramifications, including submission, review, and the recovery process, and effectively communicate with stakeholders. Clearly explain financial information, ability to analyze financial data, review daily inventory of vehicle movements between branches, work on relevant government platforms such as the Zakat and Income Tax Authority, the Madad platform for salaries, the Logistics platform, and the Tam Al-Ilm platform for vehicle tracking, the Chamber of Commerce portal, and car insurance and accident compensation companies. Use of accounting tools and programs such as: Dynamic Car Rental System / Perfect ERP System / SMACC5, Scribes ERP, and Microsoft Office.

Customer service job, at Alpha Data Company, Internet services agent, Egypt 06/2016: 06/2018

Tasks: e-marketing operations, Internet line sales, after-sales customer service

Sales and Management Officer, Sanitary Ware and Plumbing Exhibition, Egypt

2009: 2020

Tasks: Carrying out purchasing, storing, and selling operations and categorizing them in a notebook

Academic Education

05/2013 Bachelor of Commerce, Accounting Department, Tanta University

Educational Courses

- 10/2012 Accounting Excel Course - Higher Institute of Information Systems, Northern Military Region, Egyptian Ministry of Defense
- 12/2013 Advanced English Language Course - Northern Military Region Language Institute, Egyptian Ministry of Defense
- 12/2024 Occupational Health and Safety Course according to OSAH Standards - Technical and Vocational Training Corporation Certificate - Saudi Arabia
- 12/2024 Risk Assessment Course - Technical and Vocational Training Corporation Certificate - Saudi Arabia
- 12/2024 Occupational Safety Compliance Course in General Industries - NASP Certificate - American
- 03/2025 Basic Life Support and First Aid Course - Egyptian Red Crescent
- 03/2025 Firefighting Course - Civil Protection Training Center, Gharbia Security Directorate, Egyptian Ministry of Interior

Soft personal skills

- Planning time management to manage stress and arranging it according to work priorities and goals
- Possibility of verbal and written communication, electronic correspondence, active listening, discussion and constructive feedback
- Ability to review, audit, and examine documents, as well as document and electronic archiving
- The ability to adapt according to the nature and new work environment, and to be optimistic, calm, and manage self-motivation
- The ability to make decisions and solve problems in an analytical and creative manner in accordance with the facility's policies and instructions
- Working in a team spirit, where cooperation, coordination, exchange of ideas, and managing differences constructively
- Effective leadership and the ability to direct, train, counsel, and invest oneself to help the organization grow and reach leadership roles and positions.
- Proficiency in the skills of dealing with others and paying attention to relationships, including empathy, tolerance, participation, and persuasion
- Have work ethics, evaluate work with responsibility and commitment, and make an effort to achieve positive results efficiently
- Continuous learning and self-development
- Ability to use information technology and accounting programs effectively

Achievements

- I was honored as the ideal employee for the project in 2019
- I was promoted to first class employee in 2022
- Training, evaluating and supporting new employees
- An athlete and holder of a military excellence certificate