



MOHAMED MAMDOH

Accountant

CONTACT

- Name: Muhammad Mamdouh Muhammad Abdel Hafeez
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- Address: Mecca, Saudi Arabia
- Date of Birth: November 30, 1991
- Nationality: Egyptian
- Marital Status: Married
- Military Service: Exempt

EDUCATION

Bachelor's Degree in Business Administration

University: Mansoura University

Graduation Year: 2013

Grade: Good (73.48%)

ACCOUNTING & ERP SYSTEMS

Microsoft Dynamics 365 (ERP) | 2 Years of Experience

Delta Accounting Software | 7 Years of Experience

COMPUTER SKILLS

- Microsoft Office Suite (Word, PowerPoint, Excel, Outlook)
- Financial Reporting & Data Analysis Tools

LANGUAGE SKILLS

- Arabic: Native Speaker
- English: Good (Professional Working Proficiency)

PERSONAL SKILLS

Strong presentation and effective communication skills.

Quick learner with a proactive approach to skill development.

Ability to work under pressure and adapt to dynamic environments.

Excellent problem-solving and analytical thinking capabilities.

Strong teamwork and leadership abilities.

ABOUT ME

I am an accountant with 10 years of experience in the contracting industry. I am distinguished by my accuracy, commitment, and dedication to continuous development and professional growth. I am passionate about improving financial operations and enhancing work efficiency to ensure the success of any organization I work with. My ongoing ambition drives me to seek excellence and achieve the highest standards of quality in my work.

PROFESSIONAL EXPERIENCE

Mutlaq Al-Ghuwairi Contracting Company | Saudi Arabia (2015 - Present)

Financial & Administrative Director (Western Region) | 5 Years

Managing financial and administrative operations for the company's branch.

Overseeing customer and supplier accounts and ensuring proper cash flow management.

Preparing and reviewing financial statements, subcontractor settlements, and supplier payments.

Monitoring bank balances, issuing bank statements, and processing checks.

Tracking inventory movement and ensuring accurate stock management.

Preparing financial reports to support decision-making.

Implementing effective strategies for customer and supplier follow-up.

General Accountant (Main Office - Riyadh) | 4 Years

Conducting internal audits and preparing employee performance reports.

Managing employee leave records and end-of-service settlements.

Preparing payroll and additional allowances statements.

Accountant | Chemicals & Analysis Equipment Company | Cairo

Handled financial transactions and bookkeeping.

Assisted in financial reporting and budget management.

TRAINING & CERTIFICATIONS

- ICDL Certification - Ministry of Communications & Information Technology
- Accountant Preparation Course - Mansoura University
- Business English Course - Mansoura University
- General English Language Course - Mansoura University
- Professional Banking & Financial Courses:
- Job Readiness for Banks & Major Institutions
- Credit Cycle & Risk Assessment
- Financial Statement Preparation for Banks
- Letters of Credit & Letters of Guarantee
- Investment Management & Portfolio Analysis
- Customer Service Excellence
- Banking Administration