

Ayman Abdelkader

Accountant

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SUMMARY

Detail-oriented Accountant with 8+ years of experience in financial reporting, general ledger accounting, and tax compliance. Proficient in ERP systems, Microsoft Excel, and major accounting tools. Skilled in budgeting, forecasting, bank reconciliation, and managing accounts payable/receivable. Strong analytical, organizational, and communication skills with a commitment to accuracy and regulatory compliance.

EDUCATION

Bachelor of Commerce (B.Com), Major in Accounting

Jun 2016

Suez Canal University, Egypt

PROFESSIONAL EXPERIENCE

Accountant

Dec 2022 – Present

YUKSEL INSAAT SAUDI ARABIA, Saudi Arabia

- Manage Accounts Receivable and Accounts Payable (AR/AP) processes, ensuring accurate invoicing and timely collections/payments.
- Prepare and maintain financial records in compliance with accounting standards and internal policies.
- Handle the issuance and processing of Letters of Credit and Bank Guarantees in coordination with banking partners.
- Support monthly closings, reconciliations, and financial reporting for internal and external audits.
- Managed relationships with over 7 banks, including credit facility monitoring.
- Supported bank account management and resolved online banking issues.
- Oversaw vehicle and medical insurance, and ensured compliance in vendor documentation.

Site Accountant

May 2017 – Nov 2022

Lasirena Group

- Recorded and verified daily financial transactions in the general ledger, ensuring accuracy and completeness.
- Prepared monthly and quarterly financial statements and reconciled bank accounts to support financial reporting.
- Managed accounts payable and receivable processes, including invoice generation, collections, and vendor payments.
- Controlled site petty cash, tracked expenditures, and maintained proper financial documentation for audits and compliance.

General Accountant

Aug 2016 – Apr 2017

Ard El Khair

- Supported budgeting, forecasting, and the preparation of income statements and balance sheets.
- Assisted in VAT and tax filings, ensuring compliance with statutory regulations and deadlines.
- Maintained accurate records of assets and liabilities, contributing to audit readiness and internal reviews.
- Provided financial data and analysis to support management in decision-making and cost control initiatives.

SKILLS

Technical Skills

- Financial Reporting
- General Ledger Accounting
- Bank Reconciliation
- Accounts Payable
- Receivable
- Tax Compliance (VAT, Income Tax)
- Cash Flow Management
- Audit Support
- ERP Systems
- Microsoft Excel
- Microsoft Word
- Easy Store Program

Soft Skills

- Attention to Detail
- Analytical Thinking
- Time Management
- Problem Solving
- Organizational Skills
- Communication
- Integrity & Confidentiality
- Teamwork
- Ability to Work Under Pressure

LANGUAGES

- **Arabic:** Native
- **English:** Very Good