

Resume

Personal details

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Profile

Detail-oriented accounting professional with extensive expertise in managing accounts payable and receivable, supplier and customer negotiations, and financial dispute resolution. Skilled in preparing comprehensive financial reports and conducting credit analysis to support sound financial decision-making.

Education

May 2014 **Bachelor`s in Accounting**
Faculty of Commerce, Alexandria University, Damnhour

Employment

Aug 2023 - Present **Senior Accountant**
Al Fahd for Contracting, Trade and Industry, Saudi Arabia

- Led monthly and quarterly financial closing processes, ensuring accuracy and compliance with GAAP standards.
- Managed accounts payable and receivable functions, optimizing cash flow and maintaining vendor and customer relationships.
- Implemented and maintained internal controls and audit procedures to safeguard company assets and ensure regulatory compliance.
- Prepared and reviewed tax returns and coordinated with external auditors during annual audits.
- Provided strategic financial analysis and forecasting to support business planning and decision-making.
- Collaborated with cross-functional teams to improve financial reporting systems and automate accounting processes.

May 2020 - Jul 2023 **Accountant - Suppliers and Customers**
Rowad for Trade, Commercial agencies and Industry, Egypt

- Managed procurement and sales cycles, ensuring accuracy in accounts payable and receivable.
- Negotiated with suppliers and customers to resolve financial disputes.
- Prepared financial reports and conducted credit analysis.
- Reconciled supplier and customer statements to ensure timely and accurate payment processing.

- Monitored outstanding invoices and coordinated with customers and suppliers to resolve discrepancies.
- Implemented internal controls to enhance the accuracy of supplier and customer account transactions.
- Coordinated with procurement and sales teams to streamline financial workflows and improve reporting efficiency.
- Assisted in the preparation and submission of VAT and other compliance reports related to supplier and customer transactions.
- Utilized accounting software to maintain detailed records of supplier and customer accounts, ensuring data integrity and accessibility.

Feb 2018 - Apr 2020

Site Accountant

United Roads and Bridges Services, Alexandria, Egypt

- Managed site-specific accounting tasks, including tracking construction costs and progress billings to ensure accurate project financial reporting.
- Coordinated with project managers and site engineers to verify work progress and align financial records with project timelines.
- Prepared and reviewed site-related financial reports, including cost analysis, budget forecasts, and cash flow statements.
- Ensured compliance with local tax regulations and coordinated with external auditors during site audits.
- Implemented and maintained internal controls for site financial transactions to safeguard assets and reduce risk.
- Managed accounts payable and receivable related to site suppliers and subcontractors, ensuring timely payments and resolving discrepancies.
- Developed and maintained detailed cost tracking systems to monitor project expenditures and ensure adherence to budget constraints on-site.

Skills

ERP Systems

Financial Reporting

Excel

Auditing

Budgeting

Tax Administration

Communication

Time Management

Accuracy and Attention to Detail

Languages

English