

Mohamed Mahmoud Abd El-Hamid

Riyadh, Saudi Arabia

0545713172 - 0531339754

Email: muhmdmahmoud91@gmail.com | LinkedIn: [Mohamed Mahmoud](#)

Professional Summary:

Efficient and hard worker with knowledge of Principles audits and accounting. Actively pursuing **IFRS** certification, aiming to leverage my abilities to successfully fill the vacancy at your company. Frequently praised as detail-oriented by my peers, I can be relied upon to help your company achieve its goals.

Work Experience:

Accountant – at Hilal Alotaibi Contracting Company.

(Nov 2024: Present)

Responsibilities:

- Recording and analyzing any financial transaction in journal entries and completing the accounting cycle.
- Following up daily movement of the sites and prepared a daily report for inputs & outputs.
- Proficiency in preparing the payroll process for employees and The Associated restrictions of benefits and deductions.
- Dealing with Aramco's e-sales platform, creating purchase orders (petroleum products).
- Managing and tracking accounts payable transactions, including invoice processing, verification against purchase orders, and timely vendor payments.
- Preparing accurate monthly financial reports and ensuring alignment with corporate accounting standards and internal controls.
- Supporting internal and external audit processes by providing accurate documentation and reports.
- Handling purchase orders, applying 3-way matching.

Project Coordinator – at Contrack Facilities Management (Orascom)

(Feb 2024: Nov 2024)

Responsibilities:

- Microsoft Dynamics 365 System User (Finance Operation and Field Service).
- Preparing daily and monthly reports, generating work orders & work procedures.
- Day to day work allocation to the Supervisors & technicians
- Handling the daily tickets and keep it up to date and work on it as per SLA.
- responsible for Files and retrieve technical and tendering documents, records.
- Manage tasks related to technical documentation with the project Engineer.



Projects:

- Suez Canal Bank.
- EG Bank.
- Adidas.

Education:

- Bachelor of Commerce (English Section), Benha University. (Sep 2018–Jun 2022)
- **Department:** Accounting. - **Grade:** Good".

Professional qualifications:

- **IFRS** | International Financial Reporting Standards Diploma | ACCA, in progress.
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Courses:

- Preparing course for **IFRS** Dip Exam (**Jun 2026**) – with Salah Shibl (Sep 2025 – Present)
 - Audit and Assurance Services course with Mr. Mohamed Saber.
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Skills:

Accounting Skills:

- Basics in Financial Accounting.
- Accounts Classification and Presentation.
- Preparing 4 Financial Statements.
- Calculating The cost of Goods Sold.

Personal Skills:

- Excellent Communication Skills.
- Quick learner and self-disciplined.
- Collaborative and Teamwork skills.

Computer Skills:

- Excellent Knowledge of MS Office Mastering (Word, Excel, PowerPoint, Outlook).

Languages:

- Arabic: Mother Tongue.
 - English: Very Good.
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Personal Details:

- Military Service: **Exemption**.
- Date of Birthday: 11May -2000.