

MOHAMED EHAB ELSAYED

Senior Accountant

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📍 Riyadh, Saudi Arabia

SUMMARY

Senior Accountant with over six years of experience in construction and industrial companies with a keen interest in accounting and management, financial analysis information modeling, financial reporting and holding a Bachelor's degree in Accounting and attended many relevant training courses in the field of accounting. I have practical work experience
I am looking for a challenging opportunity with a reputable company where my skills, experience and academic background can be applied, utilized and developed professionally.

EDUCATION

Bachelor of Commerce (Accounting Department)

Zagazig University - Egypt

05-2018

WORK EXPERIENCE

Building Forum For Contracting | Riyadh, SAU

Jan 2022 - Till Now

Senior Accountant

- General Ledger
- Recording daily journal entries
- Accounts Payable (AP)
- Accounts Receivable (AR) Issuing Invoices
- Recording daily bank transactions
- Bank Reconciliation
- Managing financial and accounting tasks and allocating cost centers for expenses
- Managing Cost Control
- Issuing Checks for suppliers
- Follow up and review of suppliers and debtors accounts
- Follow up on the cash balance of the covenant officials in the sites and projects
- Participate in the preparation of financial statements
- Preparing periodic reports assigned by the Director of the Financial Department
- Preparing VAT returns (ZATCA)
- Working according to IFRS standards

International Insulation Technology Company (INSUTEC)

Feb 2021 - Jan 2022

Financial Accountant

- Recording daily journal entries
- Accounts Payable (AP)
- Accounts Receivable (AR) Issuing Invoices
- Recording daily bank transactions
- Bank Reconciliation
- General Ledger
- Issuing checks for suppliers
- Issuance of treasury receipts and disbursements

Accountant

- Recording daily journal entries
- Accounts Receivable (AR) Issuing Invoices
- Accounts Payable (AP)
- Issuing checks for suppliers
- Issuance of treasury receipts and disbursements

TECHNICAL COURSES AND SKILLS & ABILITIES

- **Nearshore Middle East- IMA**

Sep 2024 - TILL Now

CMA - Certified Management Accountant

- Analyzing financial statements
- Preparing budgets
- Forecasting financial results
- Developing cost-saving strategies
- Making recommendations to improve financial performance
- Assisting with the development and implementation of accounting information systems
- Providing training and mentorship to less experienced finance and accounting staff

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- **CameCenter for Administrative and Accounting Expertise-Cairo,Egypt** 2020

Financial Accounting Principles Course

The Accounting Cycle

- Identifying and Measuring Transactions and Events
- Recording Transactions in:
 - General Journal
 - Cash Payments Journal
 - Purchases Journal
 - Sales Journal
 - Other Special Journals
- Posting to the General and Subsidiary Ledger
- Preparing the Trial Balance
- Adjustments:
 - Accruals
 - Prepayments
 - Depreciation
 - Estimates
- Adjusted Trial Balance

Preparing Financial Statements

Income Statement
Statement of Retained Earnings
Balance Sheet
Cash Flow Statement
Closing
Closing Temporary Accounts

• **Future Academy for Training And Solutions– ElDokky, Egypt**

Diploma in Public Accounting

2019

- Chartered Account
- Prepare financial reports
- internal controls
- Creditors
- Debtors

TECHNICAL SKILLS

Microsoft Tools(ICDL)

ERP System Software

Accounting Skills

- Excel
- Word
- Power Point
- Out Look

- Oracle Financial
- Odo
- Daftra
- Qoyod

- **Advanced Accounting Knowledge:** Deep understanding of GAAP, IFRS, or other relevant accounting standards to ensure accurate financial reporting and compliance.
- **Analytical Proficiency:** Strong ability to analyze financial data, identify trends, and provide actionable insights for decision-making.
- **Software Expertise:** Proficiency in accounting software and advanced Excel skills (e.g., pivot tables, VLOOKUP, macros).
- **Regulatory Compliance:** Familiarity with tax laws, audit processes to maintain adherence to financial regulations.
- **Budgeting and Forecasting:** Ability to create and manage budgets, perform variance analysis, and contribute to financial planning.

SOFT SKILLS

- **Attention to Detail:** Precision in handling financial records, reconciliations, and reporting to avoid errors.
- **Communication:** Clear and concise verbal and written communication to explain complex financial information to non-financial stakeholders.
- **Leadership:** Ability to mentor and guide junior accountants, fostering teamwork and professional growth.
- **Problem-Solving:** Capability to address discrepancies, streamline processes, and resolve financial challenges efficiently.
- **Time Management:** Strong organizational skills to prioritize tasks and meet deadlines, especially during high-pressure periods like month-end closings or audits.

• **Personal Qualities**

- **Integrity:** Ethical conduct and confidentiality in handling sensitive financial data, maintaining trust and compliance.
- **Adaptability:** Willingness to stay updated on evolving accounting standards, technologies, and industry trends.
- **Strategic Thinking:** Ability to align financial tasks with broader organizational goals and contribute to long-term planning.
- **Proactivity:** Initiative to identify inefficiencies, propose process improvements, and anticipate financial risks or opportunities.
- **Resilience:** Capacity to handle high-pressure situations, such as tight deadlines or complex audits, with composure.

LANGUAGES

Arabic: Native

English: Professional Proficiency