

Ahmed Aly Abd Ellatief

Personal

Name

Ahmed Aly Abd Ellatief

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Saudi Arabia
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Date of birth

20-05-1987

Place of birth

bany Swief

Gender

Male

Nationality

Egyptian

Marital status

married

LinkedIn

<https://www.linkedin.com/in/ahmed-aly-abd-ellatief-5528b4104>

Interests

Reading

Walk

Quran reading

Play Football

Languages

Arabic Native

English Advanced

To develop a senior level career where I could make a fruitful of my experience in accounting, financial or related fields. I would like to have the opportunity fully utilize my educational, technical experience and creation skills in the area of accounting work, financial, analysis or any related activity to my Experiences

Education and Qualifications

Bachelor of Commerce

Sep 2006 - Jun 2010

bany swief university, Egypt

Work experience

Chief Accountant

Jan 2020 - Present

Abd El Mohsen Aljaser for contract, Saudi Arabia

1. Supervising the proper implementation of all accounting operations that fall under his supervision
2. Approving the exchange vouchers, checks and bank transfers, and ensuring that the disbursement is in accordance with the approved financial authorities.
3. Approving all accounting entries and ensuring the correctness of the accounting guidance and the process of entering into the computer.
4. Approving the results of the monthly reconciliations of bank accounts.
5. Preparing the monthly and quarterly statements of business results and sending them to the relevant authorities after approval by the competent authority.
6. Follow up the monthly and annual closings and make sure that they are in accordance with the instructions issued in this regard.
7. Supervising the treasury business and making sure on a daily basis that the cash in the treasury is identical to the records and the general ledger
8. Following up on the payment of outstanding receivables and custody balances. -
9. Supervising the preparation of final accounts and cooperating with external auditors regarding the required detailed information
10. Study the financial position and propose to form the necessary allocations to meet bad debts or unproductive investments.
11. Follow up the statutory procedures related to final accounts and prepare the Zakat assessment statement in coordination with the external auditor
12. Supervising the preparation of the planning budget and monitoring its implementation
13. Contributing to submitting proposals for the optimal use of the company's financial resources and saving expenses through continuous review of the financial, administrative and operational conditions.
14. Coordinating with the external auditors and facilitating their task in order to audit and prepare the general budget of the company.
15. Submit monthly, periodic and annual recommendations and reports that reflect and summarize the direct manager's financial activities, and keep him informed on an ongoing basis about the actual results achieved and expected

Senior Accountant

Sep 2015 - Nov

Egyptian German Construction Industries (EGIC), Egypt

2019

1. Prepare the monthly review balance.
2. Monthly and quarterly reports (income Statement - cash flow - financial position

3. Audit of the reconciliations of contractors' extracts and implementation of contractual terms after the Technical Office's review of quantities and implementation ratios.
4. Carryout daily restrictions on the program (Alfa ERP) after review and accreditation
5. Review purchasing transactions before issuing payment to suppliers and ensure the addition in stores and ensure that the invoices conform to the additional permits and supply order and ensure the separation of tasks in the procurement process as to achieve as much internal control as possible.
6. Review of inventory books (drainage and conditionality authorizations - daily warehouse restrictions).
7. Audit of fixed receipts (assets added during the period - calculation of depreciation ratios)
8. Review monthly bank reconciliations + Preparation of commercial and industrial profit tax reports.
9. Audit of the Permanent Covenant of Site Accountants .
10. Participate in inventory inventory and prepare a documentary course for warehouses.

Accountant

Jul 2012 - Sep 2015

Select Intrenational For Contracting, Cairo

1. Register company books and enter certified data
2. Reconciliations of contractors' and customers' extracts and implementation of contracting terms after technical office's review of quantities and implementation ratios.
3. Prepare and review all kinds of payments to all suppliers and reconcile their balances
4. Balance of payments analysis and preparation of cash inflows and outflows
5. Preparation of financial reports for internal and extremal audit
6. Review on inventory books
7. Audit of fixed receipts and calculation of depreciation equations.
8. Prepare bank reconciliations for each month + Preparation of salaries for permanent and temporary employment
9. Prepare tax deduction, collection and contractor sales tax
10. The accounting constraints of the bank on the company's projects and an analysis of the bank for each project
11. Audit of the Permanent Covenant of Site Accountants

Accountant

Nov 2011 - Jun 2012

(Egyptian industrial for Chemicals, cairo

1. Issuing all customer accounts reports from the computer as need1
2. Review the sales invoices to the assistant customer professor
3. Review customer invoices and related discounts
4. Use the correct account numbers in the daily computer registration processes

Skills

microsoft Excel



microsoft word



oodo erb



Cash Flow managment



Financial policies



VAT



Courses

Accounting Fundamentals

Sep 2022 - Feb 2023

Coporate Finance Institut

Accounting Fundamentals

English course

Jan 2010 - Jul 2010

Training Center ofCalifornia

Course in accounting on Excel

Jan 2010 - Dec 2010

Walden university

accounting on Excel -

Tax Accounting -

Contracting Accounting-