

AHMED SABRY

ACCOUNTANT

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Address: Riyadh, Saudi Arabia

Nationality: Egyptian

PROFESSIONAL SUMMARY

Experienced Accountant **with over 11 years of proven expertise** in managing full-cycle accounting operations, financial reporting, and compliance within dynamic commercial environments. Skilled in accurate bookkeeping, VAT preparation and submission, bank reconciliation, inventory control, and financial statement preparation. Adept at streamlining accounting processes, enhancing financial accuracy, and supporting administrative functions to optimize organizational performance. Committed to continuous professional development and delivering value-driven financial solutions aligned with business objectives.

PROFESSIONAL EXPERIENCE

Accountant

Emaar Al Ittihad Trading Company, Riyadh, Saudi Arabia | Sep 2023 – Aug 2025

- Recorded daily accounting transactions including journal entries, invoices, and payments using accounting software.
- Prepared monthly financial reports, expense summaries, and bank reconciliations to ensure accuracy.
- Managed VAT declaration preparation and timely submission in compliance with Saudi tax regulations.
- Oversaw inventory tracking and stocktaking processes to maintain accurate asset records.
- Monitored customer and supplier accounts, ensuring timely payments and collections.
- Controlled cash movements including petty cash and cash advances, maintaining proper documentation.
- Generated financial statements, balance sheets, and budgets to support management decisions.
- Administered employee affairs and coordinated with government authorities for regulatory compliance.

Accountant

Inmaa Industrial Trading Company, Riyadh, Saudi Arabia | Nov 2014 – Sep 2023

- Maintained daily transaction records including journal entries, sales and purchase invoices via accounting software.
- Compiled monthly sales and expense reports for management review.
- Conducted cash flow audits including petty cash and cash advances.
- Reconciled bank accounts and processed bank transfers accurately and promptly.
- Managed stock movement and inventory reconciliation to support operational efficiency.
- Supervised accounts receivable and payable, ensuring accuracy and timely settlements.
- Prepared and submitted VAT returns in accordance with tax guidelines.
- Produced comprehensive financial reports, budgets, and statements to facilitate financial control.
- Handled administrative functions related to employee management and government compliance.

Accountant

Al-Haddad Contracting & Construction Company | 2013 – 2014

- Managed bookkeeping tasks including journal entries, invoice processing, and expense tracking.
- Assisted in the preparation of monthly financial statements and cash flow reports.
- Conducted bank reconciliations to ensure accurate reflection of company finances.
- Collaborated with project managers and suppliers to maintain up-to-date financial records and resolve discrepancies.

EDUCATION

Bachelor of Commerce, Accounting

Tanta University, Egypt | 2008 – 2012

KEY SKILLS

- IFRS Knowledge
- Financial Reporting & Analysis
- Tax Compliance & Reporting
- Vendor & Related Parties Reconciliation
- Accounts Receivable & Payable Aging Reports
- Bank Reconciliation
- Payroll Management
- Internal Controls & Risk Management
- Team Leadership
- Communication Skills
- Time Management

TECHNICAL SKILLS

- Accounting Software (SMACC, Odoo, Qoyod)
- Microsoft Office Suite (Excel, Word, PowerPoint)

LANGUAGES

- **Arabic:** Native
- **English:** Very Good (Speaking, Reading, Writing)