

# Ibrahim Mohamed Ibrahim Tayel

Accountant



Riyadh



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## **Summary:**

Accountant with hands-on experience in the construction sector, proficient in managing the full accounting cycle from journal entries to the preparation of financial statements (Income Statement, Balance Sheet, Cash Flow Statement, and Changes in Equity). Possess 3 years of practical experience, including 2 years in Saudi Arabia. Skilled in accounts receivable and payable, subcontractors' statements, bank reconciliations, and inventory audits. Strong expertise in ERP systems, particularly Odoo, where serve as an implementation consultant with the ability to design accurate financial reports that support management decision-making.

## **PROFESSIONAL EXPERIENCE:**

### **Accountant — Opal General Contracting Co. March 2022 – February 23 | Cairo, Egypt**

- Recorded and reviewed daily journal entries in line with the accounting cycle.
- Managed customer accounts: issued invoices and followed up on collections.
- Handled supplier accounts: recorded purchase invoices and scheduled payments.
- Contributed to preparing subcontractor statements for small and medium projects.
- Participated in monthly bank reconciliations.
- Assisted in preparing annual financial statements under the supervision of the Finance Manager

### **Accounts Receivable & Payable Accountant — Al-Bayan Al-Oula General Contracting Est.**

#### **June 2023 – February 2025 | Jeddah, Saudi Arabia**

- Recorded daily and closing journal entries in compliance with accounting standards and posted them to the general ledger.
- Managed customer accounts: issued invoices, followed up on collections, prepared aging reports, and reconciled balances.
- Handled supplier and subcontractor accounts: recorded purchase invoices, matched purchase orders, tracked financial claims, and scheduled payments.
- Supervised the inventory documentation cycle (receipts, issues, stock counts) and ensured accuracy of balances.
- Reviewed and followed up on monthly project statements before disbursement.
- Conducted monthly bank reconciliations and resolved discrepancies.
- Prepared periodic financial statements (Income Statement, Balance Sheet, Cash Flow Statement, and Changes in Equity) and submitted them to senior management.
- Utilized Odoo ERP to generate accurate and customized financial reports for management..
- Supported in the preparation of VAT and Zakat filings.
- Monitored inventory records, tracked stock movements, and participated in physical counts.
- Utilized accounting software such as Odoo for entries and customized reporting.
- Ensured compliance with accounting standards and internal controls to maintain accuracy and transparency..

## **Accounting skills:**

- Proficient in managing the full accounting cycle: recording journal entries, monitoring accounts, preparing trial balances, and accurately closing accounts.
- Skilled in preparing and analyzing financial statements in accordance with Egyptian and International Accounting Standards, with the ability to deliver detailed reports to support management decision-making.
- Comprehensive management of accounts receivable and payable: collections, invoice settlement, and accurate project account reconciliation.
- Oversight of taxation and financial compliance: preparing VAT reports and monitoring tax and legal

obligations.

- Experienced in inventory and procurement management, linking stock to cost centers and projects to ensure accuracy and cost analysis.
- Advanced proficiency in ERP systems such as Odoo and Excel, with the ability to design customized financial reports and conduct performance analyses.
- Strong financial analysis capabilities: profitability assessment, cost analysis, and providing strategic insights to support management decisions.

### Measurable Achievements

- Implemented and configured the Odoo ERP system across the company from requirements analysis to full deployment.
- Contributed to reducing operational expenses by improving financial control procedures and optimizing cost efficiency.
- Monitored project progress rates and compared them with approved timelines to ensure adherence to schedules.
- Regularly tracked equipment and inventory to optimize resource utilization and enhance operational efficiency.
- Assisted in the preparation of financial statements in accordance with accounting standards reflecting the company's true performance
- Reduced cycle time by 20% through automation.
- Decreased errors by 18% through automated processes.
- Improved readiness by 15%.
- Reduced delays by 22% through process optimization.
- Increased collection rate by 14%.
- Enhanced accuracy by 12% using standardized procedures.
- Minimized penalties by 10% through stronger controls.

### Courses & Certifications

- Odoo ERP Functional Consultant
- **Accounting Operations Management** – Ultimate Academy  
Learned how to handle accounting operations and manage financial accounts effectively.
- **Financial Accounting Course** – Udemy  
Prepared financial statements and analyzed financial data using modern accounting tools.
- **Stores Management** – Ultimate Academy  
Efficient warehouse and inventory management.

### Skills:

#### Languages Skills.

Arabic: Native



English: Very Good



### Personal SKILLS.

- Adept
- Commitment
- Planning
- Analytical
- Focused
- Problem Solving
- Collaboration
- Organization
- Progressive

### TECHNICAL/Hard SKILLS.

- Proficiency in Microsoft Office (Excel, Word, PowerPoint)
- Handling various accounting systems
- Ability to analyze financial data
- Accounting
- Finance
- English
- Outlook
- ERB Systems
- QuickBooks
- SAP

### Education:

**Tanta University – Faculty of Commerce**

**Major:** Accounting

**Graduation Year:** 2023

**Degree:** Good