

Saeed Mohammed Abd El-Moatamed Hussein

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Professional Summary

Accountant with 2+ years of experience in reporting, bookkeeping, VAT, and ERP systems (Odoo, QuickBooks, Qoyod). Strong in month-end closing, reconciliations, and advanced Excel functions including PivotTables, XLOOKUP, VLOOKUP, SUMIFS, and data analysis tools. Gained solid knowledge of Saudi VAT and ZATCA regulations through online learning.

Professional Experience

Accountant –Arkan Company

June 2024 – October 2025 - Prepare monthly and annual financial statements in line with IFRS.

- Managed general ledger, journal entries, and month-end closing.
 - Performed variance analysis and supported cost-control activities.
 - Monitored expenses, payments, and bank transactions for accurate cash-flow reporting.
 - Prepared VAT declarations and ensured regulatory compliance.
 - Supported internal and external audits with required schedules.
 - Worked on Odoo ERP (Accounting, Invoices, Expenses, Vendors) for recording transactions and generating reports.
 - Provided financial insights to support management decisions.
 - **Key Achievements:**
 - Reduced month-end closing time through improved reconciliation workflow.
 - Enhanced accuracy of expense tracking and cost reporting.
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Accountant – Yasser Abd Elmged Accounting Office

July 2023 – May 2024

- Prepared financial statements and accounting reports.
 - Recorded and reconciled transactions to ensure accuracy.
 - Handled payments, verified documentation, and managed disbursements.
 - Ensured compliance with accounting standards and company policies.
 - Provided financial information and analysis to management.
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Accountant & Administrative Coordinator – PowerTel Contracting Company.

July 2021 – April 2022

- Handled incoming and outgoing emails with telecom companies regarding site access, maintenance requests, and project updates.
- Coordinated with telecom providers to schedule site visits, report issues, and obtain approvals for on-site work.
- Received fault reports from telecom companies and forwarded them to the technical team for action.
- Prepared and organized documents, reports, and access requests using Microsoft Word and Excel.
- Maintained accurate records of site approvals, communication logs, and task status updates.
- Followed up with teams to ensure timely response to reported issues and client requests.

Key Achievements:

- Improved communication flow between Arkan and telecom operators.
 - Reduced delays by ensuring faster handling and documentation of fault reports and access approvals.
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Education

Bachelor of Commerce (Accounting Department) Tanta University
–July 2022

Certifications

- Professional Financial Accountant Diploma (P.F.A.D) – 2025
 - Accounting Excel – 2025
 - ERP Systems Training (Odoo & QuickBooks, Qoyod) – 2025
 - Professional Accountant Diploma – C.G.A.A – 2023
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Technical Skills

Accounting & ERP: Financial Statements, Bookkeeping, AP/AR, Bank Reconciliation, VAT Filing, ZATCA Compliance, Treasury & Cash Management, Odoo, QuickBooks, Qoyod.

Advanced Excel: PivotTables, XLOOKUP, SUMIFS, Microsoft Word, Outlook, PowerPoint

Languages

- Arabic: Native
 - English: Intermediate (B1) – Good command in reporting and communication
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Professional Attributes

Detail-oriented, analytical, dependable, adaptable, able to work under pressure, and committed to continuous learning.