

Kareem Mohammed

Senior Accountant

Address Riyadh, KSA 13213









Phone (+966) 580890621

E-mail kareemsaeed20@gmail.com

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Skills

Oracle – EMIS version.	
Visual Basic – Maxac Modules.	
SAP - FICO Modules	
MS project (Microsoft office – Excel Accounting).	
Peach Tree SYS	
Deac Easy / One writ plus SYS.	
Financial Statement	
Manual Accounting Cycle	

Work History

2023-05 - Current

Senior Accountant

Al Kifah Holding Co, Roshan Projects, Riyadh

- Oversaw accounting team in servicing diverse clients.
- Directed accounting team in timely reporting of finances for diverse client businesses.
- Prepared monthly journal entries and reconciliations.
- Updated general ledger with latest entries.
- Completed year-end closing processes with controllers and external auditors.
- Reviewed documents and accounts for discrepancies and resolved variances.
- Handled month-end and year-end end finances by managing and reporting fixed assets and other data.
- Liaised with clients regarding financial plans and objectives.
- Expedited payroll and invoicing by streamlining billing systems.

2018-07 - 2023-05

Senior Accountant

AL Kifah Holding Co, JEC Port Onshore - Aramco & RC Projects, Jizan

- Cash / Credit payment memos auditor
- Intermediate accounts reconciliation (Inventory / Expenses)
- Reconciliation with holding company and sister companies
- Registration expenses, revenues and other daily accounting operations
- Prepare clients and vendors statements
- Follow-up construction contracts and the percentage of completion
- Audit suppliers and customers accounts for previous accounting periods
- Completed year-end closing processes with controllers and external auditors.
- Reconciled accounts and created documents for monthly closure procedures.
- Follow-up administrative tasks & Service expenses.

2016-01 - 2018-06

Fixed Asset Accountant

Head Office, Al Kifah Holding Co, Dammam

- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Partnered with auditors to track errors and add contributions to maintain accuracy.
- Trained new employees on accounting principles and company procedures.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Detected and corrected mistakes early on and implemented systems to avoid recurring issues.

2012-07 - 2016-01

Project Accountant

Al Kifah Holding Co, Alhassa

- Contacted customers to immediately find resolutions for escalated issues.
- Monitored project costs, developed job cost forecasts, managed cash flow and approved invoices for payment.
- Reviewed and approved timesheets for project employees.
- Used accounting software to issue tax returns and prepare consolidated reports.
- Tracked funds, prepared deposits and reconciled accounts.
- Collected and reported monthly expense variances and explanations.
- Provided journal entries and performed accounting on accrual basis.
- Prepared working papers, reports and supporting documentation for audit findings.

2010-04 - 2012-01

Accountant

Modern Restaurant Company, Euro Deli, Cairo

- Registration expenses, revenues and other daily accounting operations
- Prepare clients and vendors statements
- Follow-up daily entries receipts and the percentage of sales
- Audit supplier accounts for previous accounting periods
- Follow-up administrative and marketing tasks.

Education

2007-05 - 2011-09

Bachelor of Administrative Sciences: Financial And Customs Studies

Cairo Higher Institutes, Ain Shams University - Cairo

2012-02 - 2012-05

Professional Diploma: International Electronic Accounting

Van Holland University - Cairo

Certifications

Basic finance principles, financial reports & analysis.

ICDL (International Computer Driving License).

MS project (Microsoft office).

English language EAAC academy, Cairo Egypt.

Languages

English


Very Good

Id Number: 2325671846

Membership No: 145981

رقم الهوية ٢٣٢٥٦٧١٨٤٦

رقم العضوية ١٤٥٩٨١

This is to certified that

Karim Said Abdellatif Mohamed

is an active Associate member of SOCPA.

effective from the date 14/09/2020 and the validity of this certificate shall expire on 21/12/2025

تشهد الهيئة السعودية للمراجعين والمحاسبين بان

كريم سعيد عبد اللطيف محمد

أحد الأعضاء المنتسبين في الهيئة

إعتباراً من تاريخ 14/09/2020 وينتهي سريان هذه الشهادة في تاريخ 21/12/2025



الرئيس التنفيذي



د أحمد بن عبدالله المغامس

شهادة
Certificate of Completion

This is to certify that

**Karim Said AbdEllatief
Mohammed**

ID No. **2325671846**

has completed a training course of

**Preparatory Program for Accounting Technician
Certification Exam**

in: online

from the period of **22/10/2023** to **09/11/2023**

نشهد أن

كريم سعيد عبداللطيف محمد

2325671846 هوية رقم

قد أتم الدورة التدريبية لبرنامج

البرنامج التحضيري لاختبار شهادة فني المحاسبة

التي عقدت في القاعة الافتراضية

خلال الفترة من **2023/10/22** م إلى **2023/11/09** م



الرئيس التنفيذي

د. أحمد بن عبدالله المغماس



To Verify the information of this certificate visit <https://v.socpa.org.sa/> يمكنك التحقق من صحة هذه الشهادة بالدخول على



Van holland university

Professional Diploma Certificate

This is to certify that
(**Karim Said Abd Elatif**)

Has obtained the professional diploma in
International Electronic Accounting
GPA: 65

Awarded on: The Hague 30/05/2012


Training Department


Director



Van Holland university
The Netherlands
Egypt branch



جامعة فان هولند
المملكة الهولندية

No: 212/000115

Date: 30/5/2012



We hereby certify that (Karim Said Abd Elatif) whose photo is affixed has passed I.E.A exam provided by Van Holland University, 2012 with overall grade (good).

The following are the Subjects he received for the followed courses:-

Transcript	
Subject	
Manual Accounting	70
Accounting Excel	68
Peach Tree	72.6
Quick Books	61
Deac Easy	65
One write plus and other programs	59
Introduction to Oracle	60
Total	65%

The Registrar
Shahel Ayash



The Dean
Ahmed Saad

CERTIFICATE

This is To Certify That

Kareem Said Abd Ellatif
Has Successfully Completed Course For

General Accounts (Manual-Computerized)

From 25/02/2012 to 24/03/2012

And The Staff of The Group Wish His/Her Lot of Successes

Mohamed Moawad
Managing Director



Issue Date : 24/03/2012
Certificate No.: 902313

Training Director

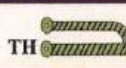
Certificate

This is to certify that Mr./Ms. *Karim Saad Abdel Latif* has attended and completed the *pre-intermediate language course* organized by *Nile Cultural Society* from 14 March to 14 May 2009. This course is based on *Cambridge Interchange Series*.

Dean
M. Higazy
Dr. Mohamed Higazy

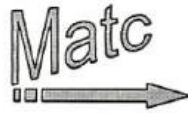
جمعية السيل الثقافية
المسجلة برقم ٤٠٢٤
القاهرة

Chairman
[Signature]
Dr. Mouner Noayma



Mohamed Moawad

Accountants & Taxes Consultants



محمد معوض

محاسبون قانونيون وخبراء ضرائب

Certificate

To Whom It May Concern

We hereby certify that **Mr.Kareem Said Abd Ellatif.** has been working in our firm as an Accountant in the Accounting and Book Keeping Division for the period starting from . **February. 01, 2010 to January 31, 2012**

He Participated and Prepared during the period:

- Prepare all financial statements' accounts according to Egyptian Accounting standards.
- Handle all accounting material and Book keeping in the Accounting records according to the accounting assumption and Egyptian Accounting standards.
- Prepare and calculate the sales tax and tax return.
- prepare trial Balance and financial statements according to Egyptian Accounting standards.
- Prepare all financial statements' accounts by Excel.

This certificate has been issued at his own request without any responsibility from the office.

Mohamed A. Maowad

Member of Arab Union of Accountants & Auditors
Associate of Egyptian Syndicate of Finances & Taxations
Member of Egyptian Tax Society-ETS

Cairo, - **January 31, 2012**

المركز الرئيسي : ٢٧ عمارات الضباط اول الهرم امام المحافظه
فرع الهرم : ١٦ اش جمال الدين الأفغاني - ومبى الهرم
فرع مصر الجديدة : ١٧ اش منشية البكري - متفرع من شارع المقريزي
فرع مدينة نصر : ٦١ ش مصطفى النحاس - امام ماكدونالدز
موبايل : ١٢٦٥١٧٧٥٣ / ت : ٣٥٨٢٨٤٣٨
موبايل : ١٦٦٥١٧٧٥٣ / ت : ٣٥٨٢٨٤٣٨
موبايل : ١٩٣٣٧٥١٢٥ / ت : ٢٤٥٣٣٥٩٧
موبايل : ١١١٩٤٣١١٤ / ت : ٢٢٧٢٩٢٤٩
E-mail: Accounting_ega@yahoo.com