

MOHAMED ZAKARIA MOHAMED AHMED

GENERAL ACCOUNTANT



Tariq Al-Aziziyah - Al-Dar Al-Bayda - Riyadh - Saudi Arabia, الرياض, Saudi Arabia



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ABOUT ME

A professional accountant with seven years of outstanding achievements in the Kingdom, eager to drive financial success in your team.

PERSONAL DETAILS

Date of birth:
21/03/1991

Nationality:
Egyptian

Visa status:
Residence

Marital status:
Married

EDUCATION

FINANCIAL ACCOUNTING (ARABIC DEPARTMENT)

Suez Canal University / 2013

SKILLS

Ability to use ERP accounting software

Word

Excel

LINK

LinkedIn:
<https://www.linkedin.com/in/mohamed-zakaria-753a75157/>

LANGUAGES

• Arabic

• English

COURSE

COMPLETION OF BASIC SKILLS TRAINING IN ACCOUNTING SOFTWARE FROM ONE WAY ACADEMY FOR TRAINING AND DEVELOPMENT

One Way Academy for Training and Development

DRIVING LICENSE

Driving license category
Private

WORK EXPERIENCE

Al-Ayed Industrial Group (Al-Ayed Hoses Factory)

May 2024 - Present
Riyadh

SALES ACCOUNTANT

Corporate Department

Prepare comprehensive daily reports on corporate sales, collections, and debt follow-up.

Coordinate with sales representatives to ensure debt follow-up and improve collection processes.

Develop detailed competitive reports to analyze market performance and competitor strategies.

Conduct comparative analyses of department sales, including performance comparisons with previous years.

Compile special reports on customer sales by category and conduct periodic comparisons.

Responsible for following up on collections with sales representatives and entering daily entries related to collection operations.

Prepare and analyze financial and sales reports. Monitor and collect debts and financial claims.

Verify the accuracy of financial data and correct errors.

Handle financial and sales inquiries from customers. Use accounting software and sales management systems.

Coordinate with other departments to improve financial processes.

Export Department

Calculate item profitability on the initial invoice before placing an order with export customers to achieve the highest possible profitability for the item.

Issue a certificate of origin for export customers through the Ministry of Industry and Mineral Resources website.

Authorize customs brokers through the Fasah platform.

Follow up on orders with the production department and ensure the correct weights of products.

Prepare daily reports on item profitability.

Prepare sales reports for each representative and the achievement rate of the sales target.

GENERAL ACCOUNTANT

Warehouses and Storage:

Monitor stock movement in terms of input and output of old stock to reduce spoilage rates.

Prepare spoilage reports with the supplier's name and purchase date to deduct the value of spoiled goods from the supplier.

Conduct daily inventory of the warehouse and address discrepancies promptly.

Supervise workers in terms of preparing goods and ensuring their quality before issuing them to the customer.

Ensure the quality of goods entering the warehouse; if goods are damaged, return them to the supplier.

Ensure that storage operations are carried out correctly within the warehouse to ensure their safety and prevent loss or damage.

Organize and arrange goods in warehouses and place barcodes with arrival dates and supplier names.

Record incoming and outgoing items in special warehouse records.

Clients and Collection:

Review sales invoices and ensure workers' stamps and signatures on invoices.

Set a credit limit for each client and do not allow exceeding the credit limit.

Send monthly account statements to each client. Develop a collection plan and work on collecting dues.

Send account statements to workers with the net invoice value after deducting returns, if any.

Follow up on any discrepancies with workers promptly and ensure no pending issues to facilitate payment.

Divide workers into three categories based on each client's sales.

Match account statements monthly.

Prepare a special report on workers' collection.

Suppliers:

Record purchase invoices after ensuring receipt by the warehouse.

Develop a payment plan for suppliers and prioritize suppliers with delayed payments.

Match account statements for suppliers before any payment.

Prepare special reports on the cost of purchased items to avoid selling any item below cost.

Calculate VAT at the end of each month and upload it to the Zakat and Income Authority website.

Distribution Vehicles:

Conduct daily inventory on vehicles and require the representative to record any discrepancies.

Prepare profit and loss reports for vehicles.

Monitor item movement within the warehouse and sales movement to ensure no item is recorded below cost.

Conduct semi-annual or annual inventory and hold the responsible party accountable for discrepancies, if any.

GENERAL ACCOUNTANT (OUTSIDE THE KINGDOM)

• Monitor item movement within inventory.

• Prepare warehouse reports and create detailed item movement records for input and output.

• Create a card for each item.

• Code items within the accounting system and organize items by main and subcategories.

• Conduct periodic inventory on stock and follow one of the inventory valuation methods.

GENERAL ACCOUNTANT

• Prepare daily reports on sales movement.

• Match the treasury daily with disbursement and receipt vouchers.

• Match workers' balances monthly and send account statements to them.

Arafa Group

Mar 2016 - May 2017

JATOS Generator Co

Jun 2017 - Jan 2018