

Mahmoud Ezzat Mahmoud Sobeih

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 - **Location:** Riyadh , Saudi Arabia
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PROFESSIONAL SUMMARY

Detail-oriented and results-driven General Accountant with 9 years of experience in managing full-cycle accounting processes, financial reporting, and regulatory compliance. Proven expertise in maintaining accurate financial records, overseeing accounts payable/receivable, and preparing reconciliations and financial statements. Skilled in collaborating with cross-functional teams, handling governmental dealings, and supporting audit processes. Adept at using accounting software to enhance operational efficiency and ensure timely financial reporting. Committed to upholding the highest standards of integrity and accuracy in all financial activities.

PROFESSIONAL EXPERIENCE

General Accountant

United Contracting Company | Oct 2023 - Oct 2025

- Supervise the complete documentation workflow for site warehouses, ensuring accuracy, traceability, and compliance with internal controls.
- Monitor site purchase transactions and maintain up-to-date supplier accounts, including invoice tracking and payment reconciliation.
- Prepare subcontractor statements and coordinate reconciliation with client-issued statements to ensure alignment and timely settlements.
- Liaise with government bodies and regulatory entities to ensure compliance with legal and financial obligations, including documentation and reporting requirements.
- Manage on-site financial operations, including petty cash control and allocation of financial resources in alignment with project requirements.
- Oversee and maintain accurate accounts for clients, subcontractors, and vendors, ensuring timely invoicing and payments.
- Process daily financial transactions, including reconciliation of receivables and payables to ensure accuracy and consistency.
- Administer supplier payments, optimizing cash flow and maintaining strong vendor relationships.
- Maintain and update financial records and databases using the ERP system to support accurate reporting and data integrity.

Senior Site Accountant

Patos Al Dawliya | Feb 2022 - Sep 2023

- Oversaw and managed all site financial operations, including petty cash administration, subcontractor account reconciliation, and execution of financial transactions.
- Ensured accuracy and timeliness in processing and settling supplier invoices in alignment with contractual terms and company policies.
- Coordinated with the Finance and Human Resources departments to maintain accurate financial records, payroll data, and compliance documentation.
- Provided financial oversight and administrative support to site operations, ensuring alignment with corporate standards, budgetary constraints, and regulatory requirements.

Site Accountant

El Soadaa Group for Construction | Apr 2016 - Feb 2022

- Administered on-site financial operations, including cash handling and oversight of subcontractor financial accounts.
- Directed routine monetary transactions and ensured prompt settlement of vendor invoices.
- Collaborated with Finance and HR teams to update and organize accounting records and data systems.
- Supported the coordination of site functions to enhance operational effectiveness and ensure regulatory compliance.

ACHIEVEMENTS

- Optimized financial processes, leading to a noticeable decrease in discrepancies.
- Introduced an improved petty cash system that enhanced accuracy and minimized errors.
- Strengthened collaboration between finance and HR teams, boosting overall project coordination and efficiency.
- Ensured precise financial reporting and regulatory compliance during a phase of significant project expansion.
- Managed supplier payments efficiently, supporting cost control and operational effectiveness.
- Earned consistent recognition for maintaining meticulous and well-organized financial documentation.

COURSES

- Odoo Accounting Software

EDUCATION

Bachelor's Degree in Commerce

University of Monofiya | 2014

KEY COMPETENCIES

- Financial Reporting
- General Ledger
- Accounts Payable (AP)
- Accounts Receivable (AR)
- Bank Reconciliation
- Budgeting
- Financial Statements
- Cost Accounting
- Tax Preparation
- Cash Flow Management
- Database Management
- Audit Support
- Time Management
- Problem-Solving
- Communication

LANGUAGES

- **Arabic:** Native
- **English:** Very Good