

An Senior Accountant , I have gained extensive experience in managing financial records, analyzing financial data, and preparing financial statements. I have worked on reconciling accounts, preparing tax returns, and ensuring compliance with accounting regulations. My attention to detail and ability to work effectively in a team have helped me to consistently deliver accurate and timely results.

WORK EXPERIENCE

ACCOUNTING SUPERVISOR

Arabian Supply & Architectural Contracting Co ASACCO , Dammam

AUG 2024- Present

- Assisted in the preparation of annual budgets and financial forecasts
- Conducted regular audits of financial records and processes to ensure compliance with accounting standards and regulations.
- Prepared monthly bank reconciliations and compiled reports for financial reviews.
- Follow up on project invoices for the Royal Commission in Jubail and Yanbu .
- Accurately documented all cash, credit ,fixed assets, accrued expenses and line of credit transactions.

SENIOR ACCOUNTANT

Global Al-Motkaml , Dammam

NOV 2022- July 2024

- Preparing bank deposits, general ledger postings and statements
- Reconciling invoices and identifying discrepancies
- Creating and updating expense reports
- Processing reimbursement forms
- Enter financial transactions into internal databases
- Maintain digital and physical financial records
- Review and file payroll documents
- Participate in quarterly and annual audits
- Assisting with audits, fact checks, and resolving discrepancies
- Prepared monthly bank reconciliations and compiled reports for financial reviews.

Branch Accountant

Far Trading Company , Egypt

Jan 2017- NOV 2021

- Enter daily invoices from sales representatives
- Follow up on sales representatives
- collections Matching customer balances with sales representatives and conducting a continuous inventory with sales representatives
- Entering daily accounting entries
- Submitting daily financial reports to senior management

RELEVANT SKILLS

- Expert in accounting software and tools
- Communication of financial information to stakeholders
- Tax laws
- Financial data analytics

EDUCATIONAL HISTORY

BACHELOR IN ACCOUNTING

Delta University,
2011 - 2015

COMPUTER SCIENCE

illi ACADEMY,
2012 - 2013

CERTIFICATIONS

SOFT SKILLS

Passed 2012

Sama Academy Sfort skills Diploma

American English General

Passed 2012

Sama Academy American English General

REFERENCES

Mr. Naveed Iqbal

ASACCO Finance Manager
+966 59 955 0954

Mr. FAWAZ HANNAN

GLOBAL AL-Motkamel Finance Manager
966 53 217 6542 +966 59 300 0958



SIX SIGMA WHITE BELT

Certification that

Amir Zaki

Has satisfactorily completed and has demonstrated proficiency in the curriculum set forth by the Council for Six Sigma Certification to be awarded the title of Certified White Belt.


Managing Director

Certification Number: dbKMujA0rt

Certification Date: September 3rd, 2025



Certificate Of Achievement

Computer Association of Dakahlia with cooperation with



SAMA ACADEMY TRAINING & TECHNOLOGY

This is to certify that

Amir Tarek Esmael Zaki

has successfully completed the following courses
Sama Academy Soft Skills Diploma

From 21 / 2 / 2012

To 24 / 5 / 2012

Mohamed Shehata

General Manager

Tarek Ibrahim Ragab
Chairman of the Board of Directors

SAMA ACADEMY
TRAINING & TECHNOLOGY



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Certificate Of Achievement

Computer Association of Dakahlia with cooperation with



SAMA ACADEMY TRAINING & TECHNOLOGY

This is to certify that

Amir Tarek Ismael Zaki

has successfully completed the following courses

American English General (Level 1 , 2 , 3)

From 1 / 4 / 2013

To 1 / 6 / 2013

Mohamed Shehata

General Manager

Tarek Ibrahim Ragab
Chairman of the Board of Directors

SAMA ACADEMY
TRAINING & TECHNOLOGY



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Service Certificate (شهادة الخدمة)

<p>Date: 28/01/2023</p> <p>Name: Amir Tarek Esmail Zaki</p> <p>Nationality: Egypt</p> <p>ID. No.: 2531213474</p> <p>Position Held: <u>Customer Accountant</u></p>	<p>التاريخ: 28/01/2023</p> <p>الاسم: امير طارق اسماعيل زكي</p> <p>الجنسية: مصري</p> <p>رقم الهوية: 2531213474</p> <p>مسمى الوظيفة: محاسب عملاء</p>
<p>This is certifying by Global Al-Motakamel Co. that Amir Tarek Esmail Zaki whose bio-data is given above, has been working with the company as: Customer Accountant From: 19-11-2022 Until Now</p> <p>This certificate is being awarded to him upon his request.</p>	<p>هذا تشهد شركة المتكامل العالمي بأن السيد: امير طارق اسماعيل زكي والموضحة معلوماته اعلاه قد عمل مع الشركة بوظيفة: محاسب عملاء من تاريخ 2022/11/19 م وحتى تاريخه</p> <p>وقد اعطيت له هذه الشهادة بناء على طلبه.</p>
<p>Administrative Manager:</p> <p>Mansour Al Mohini</p> <p>Sign:</p>	<p>مدير الشؤون الإدارية:</p> <p>مختص بالخدمة</p> <p>التوقيع</p>



شركة المتكامل العالمي للخدمات السياحية والتجارية
شركة الخدمات السياحية والتجارية



رقم الهاتف: 011 403 57 19
رقم الفاكس: 011 403 57 19
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