

MAHMOUD KHALED EL ARABY

Riyadh, Saudia Arabia | 0570353476 | Mahmoud.khaled2091999@gmail.com

Detail-oriented General Accountant with solid experience in financial operations, reconciliations, payroll, and tax compliance. Skilled in preparing financial reports, managing accounts payable and receivable, and ensuring compliance with VAT and Zakat regulations. Proficient in accounting software and electronic systems with strong problem-solving abilities and accuracy under pressure.

EXPERIENCE

Accountant

El bassam Trading Company – Riyadh

- Handled account settlements, daily journal entries, and reconciliations of customer, supplier, and bank accounts.
- Prepared payroll using Mudad system and processed employee settlements.
- Managed sales invoices, purchase entries, and subcontractor statements.
- Prepared monthly financial reports, VAT, and Zakat filings.
- Assisted in budget preparation and finalizing financial statements.

Accountant

Al Janahain Electric Contracting – Riyadh

- Recorded daily transactions, managed supplier/customer accounts, and assisted in project cost tracking.
- Issued invoices and ensured compliance with company policies and financial standards.

EDUCATION

Bachelor of Commerce – Accounting Department

Kafr El-Sheikh University – 2021

CERTIFICATIONS

- ICDL (International Computer Driving License)
- The Egyptian Exchange Certificate
- Diploma in Electronic Accounting

SKILLS

- Financial Accounting & Reporting
- Payroll Processing (Mudad)
- VAT & Zakat Filing
- Reconciliation (Banks, Suppliers, Customers)
- Journal Entries & Settlements
- MS Office & Accounting Software

LANGUAGES

- Arabic: Native
- English: Good