

# Mohamed Waheed Hassan

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**Address:** Riyadh, Saudi Arabia | **Date of Birth:** 18 Sep 1988

valid Egyptian and Saudi driving license

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## Objective

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Highly skilled and detail-oriented Senior Accountant with over 14 years of progressive experience in financial operations, payroll management, subcontractor billing, and ERP systems across both Egypt and Saudi Arabia. Adept at streamlining accounting processes, managing large-scale construction finance operations, and ensuring compliance with internal and governmental financial protocols. Proven track record of improving financial accuracy, optimizing reporting systems, and contributing to successful tendering and procurement processes. Seeking to leverage this expertise in a dynamic organization where I can contribute to financial efficiency, regulatory compliance, and strategic decision-making.

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## Work Experience

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### Senior Accountant at Ayed Dahim Contracting Company – Saudi Arabia | Jan 2016 – Mar 2024

Responsibilities & Achievements:

- Successfully managed and recorded revenues from block and concrete sales, ensuring full compliance with financial procedures and timely bank deposits.
- Accurately documented cement receipt quantities and sales invoices using DoubleClick ERP, contributing to seamless inventory and financial reporting.
- Processed monthly payroll for all company employees, ensuring timely and error-free salary disbursement.
- Handled covenant advances, tracked spending, and ensured proper settlement and closure, maintaining financial transparency.
- Oversaw procurement operations by matching purchase requests with purchase orders and supplier invoices, reducing processing errors.
- A specialist in registration and follow-up of the documentary credits, which guarantees accuracy and speed in the financial procedures
- Prepared and reviewed subcontractor statements and payment extracts, contributing to timely disbursement and reconciliation.
- I reviewed the financial extracts accurately, which improved the efficiency of financial operations.
- I followed up the electronic payment and payment orders on the Ministry of Finance website accurately, which improving its efficiency of financial operations and ensuring the commitment to government regulations.
- Played a key role in preparing and submitting tender documents, including both financial bids and technical proposals, improving the company's competitive edge in securing projects.

### General Accountant at Architects Contracting Company – Egypt | Jan 2015 – Jan 2016

Responsibilities & Achievements:

- Managed day-to-day accounting operations, including data entry for sales and purchase invoices and reconciliation of customer and supplier accounts.
- Handled monthly payroll processing and ensured proper registration and closure of covenant amounts.
- Registered and reviewed subcontractor payment extracts, contributing to clear and timely financial settlements.
- Maintained accuracy and timeliness in financial entries, enhancing the efficiency of monthly reporting cycles.

### Accountant at Dream Cones Clothing Factory – Egypt | Jan 2011 – Jan 2015

Responsibilities & Achievements:

- Entered and managed sales and purchase transactions, maintaining detailed records of customer and supplier accounts.

- Specialized in calculating staff salaries and allowances, ensuring timely and accurate payroll delivery.
- Conducted periodic inventory counts and reconciliations, reducing discrepancies and supporting cost control.
- Supported internal audits by providing accurate and up-to-date financial records.

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## Education

### Bachelor of Commerce – Accounting Department

- Ain Shams University, Egypt
- Graduation year: 2010

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## Courses and Certifications

- Comprehensive Accounting Program – RS Office with Chartered Accountant Mr. Muhammad Rayan (2024)
- Tax Course – RS Office with Chartered Accountant Mr. Ahmed Ali (2024)
- Peachtree Accounting Program – Ain Shams University (2010)
- Course ICDL (2010)

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## Skills

### Soft skills

- Hard Worker, Self-motivation
- work under pressure
- Problem-solving skills
- Communication skills
- Teamwork skills
- Leadership skills
- Organizing and prioritizing
- Adaptability
- Time management
- Administrative Skills
- Project management
- Attention to detail.

### Hard skills

- Excel
- ERP System (DoubleClick)
- Financial Accounting & Reporting
- Subcontractor Billing & Reconciliation
- Word
- Peachtree Accounting Software
- Accounts Payable & Receivable
- Inventory Control & Cost Tracking
- PowerPoint
- Payroll Processing & Salary Calculation
- Tendering & Proposal Preparation
- Taxation & Compliance

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## Languages

- **Arabic:** Mother Tongue
- **English:** Good

Reference available upon request