


Sherif Samy Fathy Mahmoud

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PROFESSIONAL SUMMARY

Chief Accountant & Senior Accountant with 12+ years of progressive experience in accounting, financial reporting, month-end closing, budgeting, and Financial Statements within construction, contracting, industrial, and trading sectors, Strong hands-on expertise in general ledger management, VAT & Zakat compliance, ERP systems, and financial analysis, Proven ability to support finance managers and chief accountants with accurate reporting, cost control, and process improvement.

PROFESSIONAL EXPERIENCE

➤ Silicon Trading & Contracting Company – Khobar, Saudi Arabia

Chief Accountant | Jan 2025 – Present

- Prepare monthly, quarterly, and annual financial reports and Financial Statements for management review.
- Review Balance Sheet and Profit & Loss accounts and analyze variances.
- Handle VAT and Zakat calculations, filings, and supporting schedules.
- Maintain fixed assets register and calculate depreciation.
- Support internal and external audit requirements and strengthen internal controls.

➤ Al-Hajry Overseas Company – Khobar, Saudi Arabia

Senior Accountant | Jan 2020 – Jan 2025

- Managed full-cycle accounting and month-end closing activities.
- Prepared bank reconciliations and ensured accuracy of cash and bank balances.
- Filed VAT and Zakat returns in compliance with KSA regulations.
- Reviewed AP & AR, monitored aging reports, and ensured timely settlements.

- Prepared payroll, petty cash, employee benefits, and loan records.
- Manage day-to-day accounting operations including journal entries, postings, and reconciliations.
- Maintained accurate books of accounts and prepared financial statements in compliance with IFRS and GAAP.

Accounts Payable Accountant | Jan 2017 – Jan 2020

- Verified supplier invoices against contracts, quotations, and purchase orders.
- Prepared AP aging reports and supplier payment schedules.
- Managed supplier reconciliations and monthly settlements.
- Controlled the full purchasing and documentation cycle.

Accounts Receivable Accountant | Jan 2016 – Jan 2017

- Issued sales invoices in accordance with contracts and project milestones.
- Monitored customer balances and AR aging.
- Followed up on collections and managed advance payments.

➤ **Ceramica Cleopatra Group – Cairo, Egypt**

Accountant | Jul 2013 – Dec 2015

- Recorded journal entries and maintained accurate accounting records.
- Managed petty cash and monitored project-related expenses.
- Prepared bank transfers and issued checks.
- Analyzed revenues and expenses by cost centers.

Education

Bachelor of Commerce (Accounting) Zagazig University – Egypt | July 2011

Grade: Very Good (82.59%)

CORE SKILLS

➤ **Accounting & Finance:**

- Financial Reporting & Statement Preparation
- General Ledger Management
- Accounts Receivable / Accounts Payable
- VAT/WHT Compliance (ZATCA)
- Reconciliations & Month-End/Year-End Closing

- Payroll & Cash Flow Management
- Budgeting & Forecasting
- Construction & Project Accounting
- Fixed Assets & Depreciation
- Internal Controls & Audit Coordination

➤ **Audit & Compliance:**

- Internal Controls & Risk Assessment
- Audit Coordination & Scheduling
- IFRS & GAAP Compliance
- ISO Standards Compliance & Documentation
- Audit Preparation & Support

➤ **Administration & Coordination:**

- Visa Processing & Travel Coordination for Auditors
- Record Keeping & Filing
- Invoice Management & Payment Tracking
- Interdepartmental Coordination & SOP Development

➤ **Technology & Systems:**

- Advanced Microsoft Excel
- ERP Systems (Microsoft Dynamics 365 & AX12, SAP, QuickBooks, Zoho Books, Oracle)

➤ **Soft Skills:**

- Analytical Thinking & Problem Solving
- Communication & Collaboration
- Time Management & Attention to Detail
- Teamwork & Operational Efficiency

LANGUAGES

Arabic – Native

English – Conversational