

FAROUK SHOKRA

SENIOR ACCOUNTANT

CONTACT

☎ 0593751055

✉ faroukshokra6@gmail.com

📍 Riyadh

SKILLS

Computer Skills:

Excellent knowledge of all Microsoft Office programs.

Proficient in QuickBooks, Peachtree, and ERP systems, Odoo. Strong expertise in data analysis using Excel (Pivot Tables, VLOOKUP) Additional Skills:

Strong problem-solving and troubleshooting abilities. Excellent organizational and time-management skills. Effective communication and presentation skills.

Ability to work independently and within a team environment. Strong adaptability and quick learning of new tools and technologies.

EDUCATION

Graduated at: 2009 Degree: Faculty Of Commerce Tanta University .

Accounting Dept. Grade : Fair .

- ICDL (International Computer Driving Licence)
- American Diploma In Accounting Sciences Grade : Excellent
- Pursuing the CTP Certification

OBJECTIVE

Seeking a reputable position at an organization working in the fields of Economics, Finance, Human Resources, Accounting, Management, Marketing, or Sales that allows me to make the best use of my academic background and foster my enthusiasm to improve my skills in a permanent steady process. I aspire to become an integral part of a dynamic team where I can contribute to achieving organizational goals through innovative thinking and dedication. My aim is to expand my expertise by engaging in challenging tasks, adopting advanced methodologies, and embracing continuous learning. I am also committed to building long-lasting professional relationships, leading initiatives that drive success, and consistently exceeding expectations to deliver impactful results.

WORK EXPERIENCE

•Work in Saudi Arabia From 1/07/2021 Until Now In SALD Company Senior Accountant .

.Review and Record Journal Entries in Accordance with Accounting Standards, Filing the quarterly Tax Return and dealing with the Zakat and Income Tax Authority, Reviewing and Recording daily entries related to Supplier and Customer Accounts and Bank Account, Reconciling Accounts, Preparing Financial Reports, Cash Flow Forecast ,Cash Management, Participating in the preparation of the balance sheet, making adjustments and closing entries, and dealing with the external auditor.

•Work in Saudi Arabia From 1/12/2014 To 1/10/2022 In ABR contracting Payable Accountant

invoices and returns, analyzing and Settlement of accounts and making payments due to suppliers.

•Petty Cash Accountant

Follow-up of the Petty cash and issuance of a request to disburse the cash and settle invoices.

•Senior Accountant ,

Review and Record Journal Entries in Accordance with Accounting Standards, Filing the quarterly Tax Return and dealing with the Zakat and Income Tax Authority, Reviewing and Recording daily entries related to Supplier and Customer Accounts And Bank Account, Reconciling Accounts, Preparing Financial Reports, Participating in the preparation of the balance sheet, making adjustments and closing entries,

•Work in Qatar , from 27/7/2013 To 27/8/2014 in Qatar international printing press

Payable Accountant Responsible for supplier accounts, entering invoices and returns, analyzing and Settlement of accounts and making payments due to suppliers.

•Work in UAE (United Arab Emirates) Form 1/10/2011 To 1/4/2013 Work In Bait AL Akabra Gen. Contracting

from 5/4/2010 To 30/9/2011 Work In Al kalbani General Maint& Real Estate

Payable accountant Responsible for supplier accounts, entering invoices and returns, analyzing and Settlement of accounts and making payments due to suppliers