

Ibrahim Alshafie
General Accountant | Accounts Receivable & Payable (AR/AP)

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Professional Summary

Detail-oriented General Accountant with over 4 years of experience in general accounting operations, specializing in Accounts Receivable and Accounts Payable (AR/AP), daily transaction recording, bank reconciliations, and month-end and year-end closing support. Experienced in invoicing, collections, vendor payments, payroll processing, fixed assets management, and maintaining accurate financial records in compliance with company policies and Saudi regulations. Proficient in ERP systems (QOYOD) and advanced Excel, with strong attention to detail, integrity, and commitment to accuracy.

Education

- **Bachelor of Business Administration – Accounting** | Arab Open University – Riyadh
GPA: 3/4 – Graduation Date: June 22, 2023

Professional Experience

Accountant – Maysan Al-Olaya Medical Complex | Riyadh | June 2022 – Oct 2025

- Maintained organized electronic archiving of all financial documents.
- Maintained custody of the cash safe and ensured cash security in compliance with company policies.
- Managed Accounts Receivable and Accounts Payable, ensuring timely invoicing, collections, and payments.
- Conducted daily revenue reconciliation, verified POS and cashier transactions, and ensured accuracy of financial records.
- Monitored operational expenses, analyzed cost variances, and prepared management financial reports.
- Recorded all daily financial transactions accurately, including revenues, expenses, accruals, and adjustments.
- Recorded fixed asset acquisitions, maintained asset registers, and prepared monthly depreciation schedules.
- Oversaw and managed daily accounting operations in compliance with company policies and procedures.
- Reconciled bank statements and general ledger accounts, resolving discrepancies and ensuring data accuracy.
- Prepared month-end and year-end closing processes.
- Prepared monthly, quarterly, and annual financial statements (P&L, Balance Sheet, Cash Flow).
- Assisted in the preparation of budgets and financial forecasts.
- Calculated VAT, prepared VAT returns, and ensured compliance with Saudi tax regulations.
- Prepared payroll registers, including salaries, deductions, allowances, leave balances, and end-of-service benefits.
- Participated in inventory counts, inventory audits, and year-end stock reconciliations.
- Supported external auditors by providing financial documentation and reports.
- Ensured compliance with internal controls and provided financial insights to support management decision-making.

Accountant – Rakaez Al-Salama Establishment | Riyadh | April 2021 – May 2022

- Recorded all daily financial transactions accurately, including revenues, expenses
- Maintained organized electronic archiving of all financial documents.
- Managed company cash, performed daily reconciliations, and ensured timely bank deposits.

Training Courses

- The Comprehensive Chief Accountant – Rising Star Financial Services – June 2025 – (2.5 months)
- Advanced Excel Skills – Exclusive Technology Training Center – September 2022 – (1 week)
- Value Added Tax in Saudi Law – Exclusive Technology Training Center – September 2022 – (1 week)
- Effective Communication Skills – Exclusive Technology Training Center – September 2022 – (1 week)
- Excel Skills in Business – Exclusive Technology Training Center – September 2022 – (1 week)

Skills

Financial Reporting, General Ledger (GL), Journal Entries, Month-End Closing, Bank & Account Reconciliation, Accruals & Prepayments, Fixed Assets Management, Depreciation Calculation, VAT Filing & Compliance, E-Invoicing (Fatoorah), Accounts Payable (AP), Accounts Receivable (AR), Billing & Collections, Vendor Management, Payment Processing, Payroll Processing, GOSI Compliance, Employee Benefits Administration

Additional Skills: Budgeting & Forecasting, Documentation & Record Keeping, Audit Support, Advanced Excel (VLOOKUP, Pivot Tables, Formulas), ERP QOYOD, Accuracy & Attention to Detail, Problem Solving, Time Management, Communication Skills, Teamwork, Organization Skills, Confidentiality, Integrity & Ethics, Adaptability

Languages

- **Arabic**
- **English**