

Hamdy Shaaban

Email: hamdishaban97@gmail.com | Phone: +966597660350 | Location: Riyadh, Saudi Arabia

Professional Summary

Accomplished Senior Accountant with over 18 years of progressive experience in accounting and financial management across Egypt and Saudi Arabia. Proven expertise in financial reporting, ZATCA tax compliance, accounts management, internal controls, and ERP systems. Currently pursuing CMA certification to strengthen strategic financial management and decision-making capabilities. Known for accuracy, integrity, leadership, and process improvement.

Professional Experience

Thamer Saud Al-Muraibed Company – Saudi Arabia

Senior Accountant

- Managed full-cycle accounting including **Accounts Payable, Accounts Receivable, General**

Ledger, and Bank Reconciliation.

- Prepared **monthly, quarterly, and annual financial statements** with full compliance and timely submission.

- Filed Zakat and tax returns and handled ZATCA requirements with zero penalties.

- Implemented internal control procedures to reduce accounting discrepancies.

- Worked extensively on **ERP systems (Microsoft Dynamics & Odoo)** for daily accounting entries, financial reporting, and reconciliations.

- Led and supervised the accounting team and improved reporting quality.

- Coordinated with external auditors and achieved clean audit reports.

Egypt Foods Company – Egypt

Accountant

- Maintained daily accounting entries and reconciliations.

- Assisted in month-end and year-end closing processes.

- Supported management with accurate financial reports.

Key Achievements

- Streamlined AP/AR processes, significantly improving **cash flow**.

- Enhanced accuracy and timeliness of financial reporting.

- Successfully ensured **full ZATCA compliance** with zero fines or penalties.

-Trained and mentored junior accountants, improving team productivity and retention

Education

Bachelor's Degree in Accounting – Faculty of Commerce, Banha University, Egypt (2002-2006)

Certifications

CMA – In Progress (Part 1)

Skills

ERP Systems: Microsoft Dynamics (GL, AP, AR, Fixed Assets), Odoo (Accounting, Invoicing, Financial Reports)

Languages

Arabic: Native

English: Very Good