

MOHAMED MAHMOUD ABDELLFATAH AL MARHOUMY.

AL - AZIZIA AL-DAR AL BIDAA -RYD-KSA,

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OBJECTIVE & SNAPSHOT

- Desire to apply skills and knowledge acquired throughout educational and practical experiences, in a challenging job and seeking a position to utilize my abilities in the business industry that offers professional growth while being resourceful, innovative and flexible.
- Over 25 years of experience in accounting field (Commercial, Industrial & Construction Organizations.)

PERSONAL INFORMATION

Date of birth : 14th August 1976
 Martial status : Married
 Nationality : Egyptian

EDUCATION

Applied Feb.2014 to ORACLE-R12 Certificate

Training intensive courses in ORACLE Finance & Supply Chain.

Applied Feb.2011 to CMA Certificate Thru Institute of Management Accountants "IMA", New Jersey – USA.

CMA Review: Part 1, Financial Planning, Performance and Control.

CMA Review: Part 2, Financial Decision Making.

Training Attendance For New Functionality of MS Dynamics AX 2009 "ERP Sys." , VIA Microsoft Dynamics's Partners in KSA - 21st Feb.2009_04th Mar.2009 (30 hours).

Applied to a master degree (SOCPA) Saudi Organization Certified Public Accountant. Majors Under Supervision Of Alexandria University –Egypt- Faculty Of Commerce July-2007

Taxes, Charity (Zakah), Commercial Systems, Auditing, Contemporary Accounting & Doctrine Treatment.

EAAC (Training Experts in the Middle East) Diploma. (90 hours) In Preparing Balance sheets and final accounts, September - 2003

Training intensive courses in General journal, General ledger.

Auditing _Accounting _Forming the capitals for enterprises popular companies. Manufacturing organizations _knowing how to form the operation account.

Access and visual basic "Diploma" part 1, 2 & 3 courses (120 hours) certificate from Alexandria university_Faculty of commerce (Center for Researches and commercial studies) 23rd February2003_24th May 2003.

Excel Courses have been completed successfully 24th June 2002_13th july 2002.

1995 – 2000

Alexandria University

B.Sc. in Auditing and Accounting (Accounting Department) January \2000 Cumulative

Grade : Fair

Junior and Senior Grade : Good

1980 – 1994

Shedwan Boys School

High school certificate

EXPERIENCE

Accounts Manager - ALRASHID ABETONG - Jun.2023 To Present

<https://alrashidabetong.com/>

- ✓ Overseeing daily accounting operations and ensuring accuracy of financial records.
- ✓ Preparing & reviewing financial statements, reports, and summaries, discussing w/ CFO to identify strengths & weaknesses points and cost trends, then submitting it to CEO.
- ✓ Preparing periodic cash flow & KPI reports to help measure performance levels, identify strengths and weaknesses, support decision-making, track progress, and enable early detection of issues.
- ✓ Periodic follow-up and approval of bank, inventory, Fixed Assets, customers, and suppliers' reconciliations.
- ✓ Managing the general ledger and ensuring proper accounting entries.
- ✓ Supervising and mentoring the accounting team.
- ✓ Ensuring compliance with accounting standards, tax regulations, ZAKAT, VAT and company policies.
- ✓ Coordinating internal and external audits and responding to audit findings.
- ✓ Assisting in budgets preparation, forecasts, and variance analyses.
- ✓ Monitoring cash flow, accounts payable, and accounts receivable.
- ✓ Reviewing and approving journal entries, reconciliations, and closing processes.
- ✓ Supporting management with financial analysis and decision-making.
- ✓ Implementing and improving accounting systems and internal controls.
- ✓ Managing relationships with banks.
- ✓ Reviewing the annual proposals submitted by auction companies and discussing with CFO, in order to present to CEO for reviewing & approval accordingly.
- ✓ Reviewing the annual proposals submitted by insurance companies (medical & property), then presenting for discussion w/ CFO and submitting to CEO for approval.
- ✓ Full coordination with ERP technical support team to resolve issues and implement ongoing improvements.
- ✓ Monitoring loans and deposits (payments, interest, and maturity dates) and overseeing surplus funds and funding requirements in coordination W/ CFO.

Accounts Manager “Deputy Finance Manager” -Steady Routes - May.2021 To May.2023 <https://steadyroutes.com/>

- ✓ Follow-up, controlling, Approving & posting of monthly expenses.
- ✓ Review and approval of monthly salaries.
- ✓ Reviewing and approving reconciliations of customer and supplier accounts.
- ✓ Prepare monthly VAT report.
- ✓ Preparing a break-even point analysis periodically to evaluate the performance of each department.
- ✓ Periodic follow-up of the movement of fixed assets and maximizing their utilization.
- ✓ Preparing monthly financial reports and comparing them to the estimated budget, with an analysis of the reasons for differences, if any.
- ✓ Monitor and analyze accounting data and produce financial reports or statements.
- ✓ Establish and enforce proper accounting methods, policies and principles.
- ✓ Provide recommendations for senior managers or top executives.
- ✓ Improve systems and procedures and initiate corrective actions.
- ✓ Maintain accurate client records, keeping track of any contract updates and renewals
- ✓ Keeping accurate records pertaining to inventory and account notes.
- ✓ Resolving complaints and preventing additional issues by improving processes.
- ✓ monitor the flow of the cash that comes in and goes out of the company to meet the investment needs of an organization.
- ✓ handle financial negotiations with banks and financial institutions.
- ✓ Prepare P&L and present to boards whenever required.
- ✓ Support, Coordinate & Complete the interim and annual audits.

Accounts Manager-Adawliah For Electronic Appliances Holding Co. May.2016 To May.2021 www.adawliah.com/

- ✓ Maintaining Accounting standards to endure accurate recording of accounting transactions in company ERP system.
- ✓ Ensure monthly accruals for all revenue items and expense items are recorded in system to ensure that these are accurately recorded and accounted for in our financial report.
- ✓ All suspense and sundry accounts like advance payment and accrual accounts are monitored on a monthly basis to ensure the outstanding balance are recoverable /payable and to avoid impairment of assets in the accounts.
- ✓ Maintaining Fixed Assets system in coordination with administration service department.
- ✓ All Internal Audit recommendation relating to Finance are strictly complied with.
- ✓ Prepare P&L and present to boards whenever required.
- ✓ Supervise monthly and yearly-end process, AP/AR, cash receipts, general ledger, payroll, vendor’s reconciliations,
- ✓ Perform financial analysis and reporting to management as needed.
- ✓ Perform month-end accounting activities such as reconciliations and journal entries.
- ✓ Monitor expenditures analyze revenues and determine budget variances and report to management.
- ✓ Maintain cash flow by monitoring bank balances and cash requirements.
- ✓ Review all vouchers prepared such as AP, GL, to ensure the accuracy of accounting entries.
- ✓ Ensure the accuracy and compliance of the general ledger entries in line with the established rules and accounting principles.

- ✓ Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
- ✓ Supervise monthly financial statement and making the correction entries. The daily operations of the accounting department.
- ✓ Support the interim and annual audits.

**Accounts Manager -Saudi Bin Ladin Group –RSC- Riyadh Steel Factory
Sep.2008 to May.2016 www.epcholding.com**

- ✓ Support the Corporate CFO in ALL month-end activities including month end journal entries, balance sheet and profit and loss account scrutiny, key reconciliations, variance analysis and submitting monthly, quarterly financial.
- ✓ Assist the CFO with new initiatives, system upgrades and improvement projects across the Finance function ad-hoc projects, financial analysis, including new office startups.
- ✓ Gathering and consolidate the complete financial information flow in order to identify opportunities and to develop establish core strategic programs for the enterprise.
- ✓ Performing annual budget using ORACLE Hyperion System as budgeting tool HPM.
- ✓ Prior to any external audits act as the main internal coordinator to ensure all field work and external auditors' requirements are met.
- ✓ Liaising with internal and external audit teams as required.
- ✓ Working knowledge in Insurance.
- ✓ Well versed in international payments, Letter of Credit, dealing with international suppliers.
- ✓ Correspondence with Banks, Suppliers.
- ✓ Financial Reporting Design/Key Performance Indicators (KPI) reporting on a monthly basis.
- ✓ Ensure that payments for expenditures are approved and all expenses are managed through formal procedures.
- ✓ Monitor annual budget, which include revenues and overhead budgets as well as communicate the variance analysis to CFO & the top management for remedial action.
- ✓ Ensuring timely reconciliation of GL Vs operations modules.
- ✓ Have proper control over all the receivable, payable and their recording in the GL & make sure to reconcile all the clients, supplier's accounts on a monthly basis and obtain the confirmation and handling all inventory affairs on monthly basis.
- ✓ Have proper control over all the fixed assets, depreciation and their recording in the GL.
- ✓ Coordinate with the collection team and accounting team to smoothly run the business.
- ✓ Strongly interacts with other units and functions.
- ✓ Following up all type of accrued accounts & provisions on monthly basis.
- ✓ Holding all kinds of books related to "Capital Market Authority" Project RYD-KSA "Under Construction".
- ✓ Assisting preparing annually TAX RETURN / ZAKAT DECLARATION & Cash Flow jointly with Deloitte.

Senior Accountant -Saudi Bin Ladin Group PREMCO Ready Mix – KAUST Proj.- **Jan. 2008 to Sep.2008.** <http://www.sbg.com.sa/>

- ✓ Preparing entries to accounts, such as general ledger accounts, and documents business transactions.
- ✓ Accounting of expenses related to services, equipment and personnel by assigning appropriate cost centers and allocating the cost to their relevant accounts depending on the nature. Verification of adequacy and validation of all supporting documents.
- ✓ Reconcile on monthly basis banks' statements with GL to identify discrepancies.
- ✓ Accounts Payable, includes processing invoices, following up with vendors and resolving discrepancies in a timely manner.
- ✓ Accounts Receivable, including processing payments, producing statement of accounts, collections on overdue accounts and account reconciliation when required.
- ✓ Ensure all charges recoverable from other entities and suppliers are recorded appropriately and debit notes raised.
- ✓ Report quarterly to the management on the status of Loans to employees.
- ✓ Co-ordinate and check accounts entries of assistant accountants.
- ✓ Co-ordinate with treasury in areas relating to personnel and suppliers payments.
- ✓ Initiate and carry out accounting adjustments.
- ✓ Analyses and reconcile prepayments, accruals, expatriate leave balances, advances to suppliers.
- ✓ Preparing monthly payments certificates for all types of executed works.
- ✓ Preparing sales reports.
- ✓ Following up sales transactions.

Cost Accountant-Saudi Bin Ladin Group-PREMCO- –DOKKAH Proj. Makkah— **October 2004 to Jan. 2008.** <http://www.sbg.com.sa/>

- ✓ Building reports for productivities statistics using microsoft tools and other tools.
- ✓ Maintaining petty cash records and balancing the account.
- ✓ To undertake additional duties as may be assigned from time to time.
- ✓ Preparing Capital Projects Evaluation, Breakeven Point (Cost, Volume and Profit Analysis Model).
- ✓ Preparing financial Reports Analysis and financial ratios.
- ✓ Preparing variation orders for extraordinary scopes.
- ✓ Construction Accounts -Specification Revenues & Profits For Contracts- (Long & Short Term).
- ✓ Preparing Project Profits & Losses.
- ✓ Making Feasibility Study for new and awarded projects.

Accountant- British Egyptian Co. –for General Development (Galina)-**Dec. 2002 to Aug. 2003.** www.Galina.com

- ✓ Holding processing accounts.
- ✓ Preparing Cash flow statements.
- ✓ Assisting for preparing annual "Balance Sheet"
- ✓ Foreign affairs (Exporting & Translating all types of hard currents treatments).
- ✓ Preparing sales reports.
- ✓ Recording, filing and labeling all pertinent documents for smooth and easy reference, control and retrieval effectively.

Accountant -Farma line international agency -**July 2000 to August 2002.**
www.Farmaline.com

- ✓ Holding stockyards inventory books, sales journal and preparing bank reconciliation statement.
- ✓ Preparing sales reports.
- ✓ Maintaining petty cash records and balancing the account.

- ✓ Assist the purchasing department as and when required.

LANGUAGES

English	Fluent spoken, reading, writing.
Arabic	Mother tongue.

COMPUTER SKILLS

- User of various word applications. (Windows 98/7/8, Me, xp)
- working with most known issues of personal computer hardware
- An intelligent internet (surfer, searching, sending and receiving fax's and mails working and dealing with internet networks and workgroups computers).
- Strong working knowledge of an ERP system.
- Advanced course in Visual Basic.
- Intelligent user for Microsoft Access.
- Advanced user Microsoft excel & Word.
- Automated accounting programs (Magic, Accpac & Axapta 2009 -Microsoft Designs-ORACLE R12-NEVADA-ISCALA).
- Creating database, links and relationships.
- Exporting queries into tables and to different files (Word, Excel, and SQL).
- Building forms and reports.
- Working with database and reporting tools was a pleasure for me even during my years of education. I have developed these skills through different extra courses that I have attended.

SPORTS AND HOBBIES

- Soccer and swimming.
- Hand tools work.
- Reading novels.

SKILLS HIGHLIGHTS

- Enhanced the ability to listen with objectivity and logically analyze information.
- Continuously improve the working procedures and environment through non-judgmental criticism and positive actions.
- Effective working alone or as a co-operative team member and having negotiation skills.
- Motivated and enthusiastic about developing good relations with others.
- Managing Pricing Strategies and conceptualizing new ideas for growth.
- Setting up targets for all branches & helping them achieve the same.
- Managing purchasing and mktg. campaigns (Exhibitions, Seminars, Road shows, Events).

AMBITION

- My ambition is to leverage my experience, knowledge & business skills to further develop business development career in global arena.
 - Seeking for a challenging in senior management position with a multinational company, where my creativity, analytical, reasoning and communication skills are comprehensively employed and best developed.

All References Are Available Upon Your Kind Request.