

## Personal Information

**Full Name:** Omar Saeed Ahmed Elnhrawy

**Location:** Riyadh, Saudi Arabia

**Phone:** 0571814628

**Email:** Omarelnhrawy04@gmail.com

**Nationality:** Egyptian

**Date of Birth:** 21 September 1998

**Driving Licenses:** Saudi Arabia, Egypt

## PROFESSIONAL SUMMARY

Accounts Receivable Accountant with experience in accounting operations, financial reporting, and hospitality finance. Skilled in Accounts Receivable (AR), Accounts Payable (AP), invoicing, collections, reconciliations, and month-end closing. Experienced in hotel night auditing and revenue control. Proficient in Microsoft Dynamics 365. Seeking a position in Saudi Arabia to support accurate financial reporting and improve operational efficiency.

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## EDUCATION

Bachelor's Degree in Management Information Systems

Sherif Academy, Kafr El Sheikh, Egypt

Graduation Grade: Excellent

Graduation Project: Marketing (Distinction)

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## WORK EXPERIENCE

### Accounts Receivable & Payable Accountant

Reda National Paints and Road Safety Company – Saudi Arabia (2024)

- Managed Accounts Receivable and Accounts Payable processes
- Issued and reviewed customer invoices for accuracy
- Followed up on outstanding receivables and collections
- Prepared aging reports and reconciliations
- Processed supplier invoices and payments
- Supported month-end closing activities
- Maintained accurate financial records
- Used Microsoft Dynamics 365

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## **Night Auditor – Accounts Department**

LABRANDA Makadi Hurghada – Egypt (2022–2024)

- Performed daily hotel revenue audit
- Reconciled PMS and POS systems
- Verified room charges and guest folios
- Prepared daily financial reports
- Ensured end-of-day closing accuracy
- Supported month-end reporting
- Identified and resolved discrepancies

## **SKILLS**

- Accounts Receivable (AR)
- Accounts Payable (AP)
- Financial Reporting
- Bank Reconciliation
- Invoice Processing
- Aging Reports
- Month-End Closing
- Hotel Night Audit
- Microsoft Excel
- Attention to Detail
- Time Management
- Microsoft Dynamics 365

## **TRAINING**

- Customer Service Training – National Bank of Egypt (2019)
- Human Resources Training – LABRANDA Hotel (2020)

## **LANGUAGES**

- Arabic: Native
- English: Good