

MOSTAFA MOHAMED HELLA

SR. AP ACCOUNTANT &
LOGISTICS SPECIALIST
INSURANCE SPECIALIST

CONTACT



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KSA, Riyadh

SKILLS

- Oracle expertise (EBS – Fusion)
- Account Reconciliation
- AP Invoicing & payment
- Financial Statement Review
- Online Banking
- Transportation and Logistics Coordination
- Shipping Procedures, documentation & tracking
- Issuance & Administration Insurance Policies
- MS Office Suite

LANGUAGES

- **Arabic**
Fluent
- **English**
Advanced

CAREER OBJECTIVE

- Proven ability to manage accounting operations, reconcile suppliers accounts, payment and analyze financial data.
- Providing accurate financial information to support senior management decisions. Demonstrated ability to identify cost-saving opportunities and lead successful projects to improve profitability.
- A logistics specialist with experience in reviewing shipping documents before issuance and following up on the shipping process until the shipments reach their final destination.
- Advanced experience in Insurance policies issuance and administration (Motor-CPM-Land Transit-TPL-Marine-General)
- Strong organizational, problem-solving, and communication skills.
- A hardworking and highly motivated professional, eager to leverage combined knowledge and skills to enhance business performance.
- Operates well in both individual and team capacities, leveraging seasoned work ethic to quickly adapt to different processes and drive company objectives.

EXPERIENCE

November 2014 - Present

SR. AP ACCOUNTANT, LOGISTICS SPECIALIST & INSURANCE SPECIALIST

Saudi Services for Electro Mechanic Works, KSA-Riyadh

- Prepare journal entries for recording various types of transactions for Clearance agencies, transportation agencies, Freight Forwarders, foreign suppliers and insurance policies invoices into the oracle system.
- Prepare and settle payments related to clearance process (Custom duties, port dues, and all other payments on SADAD system)
- Suppliers, Insurance policies and customs brokers accounts reconciliation and payment
- Negotiated payment terms with vendors resulting in improved cash flow management.
- Responsible for electronic platforms (FASAH, ESAL, SENAI, Online banking)
- Utilized advanced computer applications such as Excel spreadsheets, Oracle system for data entry and report generation purposes.

- Reviewed contracts and purchase orders payment terms prior to signing them off in order to protect the organization from any financial liabilities.
- Resolved discrepancies between vendor invoices and purchase orders.
- Review shipping documents before issuance and follow up the shipping process with shipping lines and customs brokers until the materials reach their final destination.
- Handling shipping documents discrepant with LC terms
- Responsible for issuance and administration of various types of insurance policies (Motor - CPM - TPL - Land Transit – Marine-General-Medical)
- Analyzed current transportation costs to identify areas for cost reduction initiatives.

January 2012 - September 2014

Accountant

Nile Textile Industries S.A.E, Egypt-Giza

- Performed reconciliations between bank accounts and internal ledgers.
- Managed accounts payable and receivable functions, ensuring timely payments of invoices.
- Prepared accounting information, producing financial statements in accordance with accounting principles.
- Bank accounts journal entries
- Supplier's invoices journal entries and payment
- Managed accounts receivable and accounts payable, assisting with transactional-level tasks.

EDUCATION

May 2010

Bachelor of Commerce in Accountancy

Mansoura University, Mansoura, Egypt

REFERENCES

References available upon request

CERTIFICATIONS

- Oracle Fusion Financial consultant
- SOCPA Membership no 18622