



MOHAMED EZZELREGAL

Senior accounting
specialist (construction)

About Me

I have 13 years of experience in accounting and management in various commercial fields, especially service contracting and treasury. I'm seeking a challenging position where my experience and skills will be further developed and utilized.

Skills

• Language

Arabic (native)

English (Good)

• Technical Skills

Excellent at MS office (MS Word, MS Excel, MS power point).
Internet Savvy.

Contact Details

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Nationality Egyptian

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Address North Riyadh, Sahafa district

Education

- **Bachelor of commerce** 2007 - 2011
Mansoura University-Egypt
Faculty of commerce, Accounting major.

Experience

- **Project Accountant – Infrastructure & Electrical Works** 7/2024 - 3/2026
(National Company for Horse Stables – Al Janadriyah, Riyadh)
 - Managed and settled financial advances for procurement, equipment, and execution activities using Microsoft Dynamics system.
 - Recorded supplier invoices and ensured accurate calculation and application of VAT.
 - Prepared and reviewed subcontractor progress payments and their related tax invoices
- **Financial Accountant – Saudi Electricity Company**
Almasar Alhadeth Almahdoda , Saudi Arabia (Najran)
 - Prepared and processed project invoices (progress payments) and obtained approvals from the Saudi company in Najran using the UDS system.
 - Managed departmental financial advances and monitored expenses related to projects and purchase orders..
 - Utilized the UDS system of the Saudi Electricity Company to prepare payment certificates and follow up on approvals.
- **Senior General Accountant** 6/2023- 6/2024
dawly factory for men's clothing, Saudi Arabia (Al-Qassim & Hail)
 - Managed the full accounting cycle, from daily entries to month-end financial statements. Ensured accurate records by reviewing transactions and financial reports.
 - Prepared monthly financial summaries for management and analyzed data to improve reporting accuracy.
 - Oversaw cash and credit sales processes, monitored collections, and coordinated approvals for delays.
 - Reviewed client balances, postings, and reconciliations, while also handling bank reconciliations, daily balance updates, and monthly payment and receipt reviews.
 - Tracked notes receivable and payable to ensure timely follow-up.

Skills

peach tree

Invoicing.

Accounting.

Bookkeeping.

Financial Statements

ERP Microsoft Dynamics 365

- **Personality Traits**

Strong analytical and problem solving

skills.

Highly trustworthy, discreet and.

ethical.

Can work under stress.

Multitasker.

- **Senior Accountant**

1/2021- 5/2023

Al Bahaa Contracting-Cairo- Egypt

- Support treasury tasks and coordinate with collectors and banks for deposits, forex, and fund transfers.
- Work with accounting teams to complete accounting and payment processes.
- Prepare monthly reports on balance sheet, income, and budget changes.
- Manage inventory movement, supplies, exchanges, and returns.
- Handle payments for subcontractor invoices.
- Oversee project purchases and monitor financial flows.
- Track raw materials and issue materials to subcontractors.
- Follow up on warehouse supplies and exports.

- **General Accountant**

8/2014- 12/2020

*Al Hasaniah for ceramic & marble-
Saudi Arabia, Abha & Khamis Mushait*

- General Ledger Transaction Analysis. Inter
- Company Transaction Analysis. Budget review
- every 3 months.
- Identifying customer purchases & action necessary extract
- Documentary session of the stores.
- Review General Ledger Accounting Period Status
- Financials Folder Reporting.
- Payables Invoice Inquiry.
- Sub-ledger Accounting Reporting. Journal
- Management.
- Analyzing Receivables to Ledger Reconciliation transactional information.