




# Abdelmoneim Hussein Mahmoud Abdallah

## Site Accountant

 Saudi Arabia

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### Professional Summary

Senior General Accountant with 5+ years of experience managing financial operations in large-scale environments (200+ staff). Expert in accounts payable, cash control, and expense analysis with a proven track record of **cost reduction and process improvement**. Advanced user of ERP (Odoo) and Excel, delivering accurate reports to support project managers and finance teams.

### Professional Experience

#### Site Accountant (Site-Based)

Diar Al Watan Contracting Co. (DACO) – Saudi Arabia

May 2025 – Present

- Managed accounts payable cycle for monthly invoices exceeding **SAR 600K** ensuring accuracy and timely payments
- Performed regular vendor reconciliations and resolved discrepancies
- Controlled petty cash up to **SAR 600K/month** with **zero discrepancies**
- Executed **inter-accountant cash settlements** ensuring integrity of balances
- Prepared periodic **expense reports** for Project Manager and Finance Department
- Analyzed expenses and identified cost-saving opportunities
- **Stopped idle rented equipment** to eliminate unnecessary rental costs
- **Replaced high-cost rented bus** with purchase recommendation → reduced operating expenses
- **Reduced unjustified overtime** for staff and equipment in coordination with management
- Implemented **multi-quotation purchasing process** and sourced alternative vendors → better pricing with maintained quality

#### Site Accountant

International Environmental Technologies (INTECH) – Hassan Allam Holding – Cairo, Egypt

2022 – 2024

- Managed daily accounting operations and expense reporting
- Reconciled supplier and subcontractor accounts

- Supported budgeting and cost monitoring

### **Site Accountant**

Al-Aqsa Contracting Co. – Egypt

2019 – 2022

- Handled petty cash, employee expenses, and site purchases.
- Matched POs with receipts and invoices.
- Verified transactions and submitted reports to management.
- Monitored material movement and performed inventories.
- Managed payroll and attendance reports.

### **Storekeeper (Part-time during university)**

Al-Aqsa Contracting Co. – Egypt

2017 – 2019

- Documented and tracked inventory records.
- Received and issued materials and organized warehouse items.
- Prepared purchase requests and tracked fixed assets.

## **Education**

Bachelor's Degree in Accounting

Faculty of Commerce, Beni Suef University

2015 – 2019

## **Skills**

- Accounts Payable & Reconciliation
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- Cost Control & Expense Optimization
- Cash Management
- Financial Reporting
- ERP Systems (Odoo)
- Advanced Excel
- Internal Controls
- Communication (Arabic & English)

## **Certifications & Training**

- Advanced Excel for Financial Analysis – 2024
- Odoo ERP Accounting & Financial Management Course – 2024
- Professional Financial Accountant (PFA) Course