



Sayed Ibrahim

Saudi Arabia - Khobar 

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Nationality: Egyptian | Gender: Male | Marital Status: Single | Date of Birth: 01/10/1993

Accountant with 7+ years of experience a fast learner, reliable individual looking for a position where I can utilize my knowledge and educational background, as an accountant within the business community.

Experience

APRIL 2025 – PRESENT

Accountant / EPCO -Eastern Perfection Contracting Company **Saudi Arabia - Khobar**

- Using accounting software to manage financial records, generate reports, and streamline Daily accounting operations.
- Conducting external audit assignments for companies in various sectors in accordance with IFRS.
- Preparing audit documentation and reports, ensuring accuracy and compliance with Saudi standards.
- Coordinating with client teams during audit processes to gather financial data and resolve discrepancies.
- Reviewing internal controls and identifying areas of risk or inefficiencies in accounting systems.
- Leading financial closing processes and generating timely monthly and annual Statements.
- Managing day-to-day accounting operations, including general ledger, journal entries, and reconciliations.
- Supporting tax compliance processes and preparing documentation for regulatory Submissions.

JANUARY 2022 – MARCH 2025

Accountant / Dar Al-Emaar Engineering Consultancy **Saudi Arabia – Riyadh**

- Managing all general accounting operations.
- Manage and track all financial movements and update records of purchases and sales.
- Submitting periodic financial reports on the company's status to the Board of Directors and maintaining the confidentiality of the financial data.
- Maintain backup copies of financial records.
- Proposing financial solutions and procedures to fix the organization's financial problems.
- Entering accounting data and financial files into computer systems.
- Archiving and organizing financial transactions in an easy way.
- Follow up accounts to identify late payments.
- Communicating with debtors and arranging with them methods of paying bills.
- Keeping all records accurately helps facilitate easy access to them.
- Follow up the process of payments and refunds.
- Updating of collection files.
- Preparing reports on the status of the organization's clients' receivables.

JUNE 2021 – DECEMBER 2021

Site Accountant / Al-Huriya General Contracting Company

Egypt – Cairo

- Paying workers' dues and preparing payrolls for engineers on site.
- Follow up on incomings and outgoings on the site.
- Follow up on project purchases so that they are available at the right time.
- Follow up and record simple and emergency purchases.
- Responsible for following up on accounts and submitting subcontractors' extracts on site.
- Receiving a permanent trust that is restored periodically to disburse the site's needs, make a settlement of all disbursed amounts, and deliver it to the financial department.

JANUARY 2020 - MAY 2021

Accountant / ShengDa Egypt International Textile Manufacturing

Egypt – Ismailia

- Preparing daily accounts and entries.
- Assist in preparing administrative accounts.
- Assist in preparing legal financial statements.
- Assist in audits and financial investigations.

APRIL 2019 - DECEMBER 2019

Warehouse Storekeeper / International drug agency pharmaceutical

Egypt – Port Said

- Receiving the final product after ensuring that its numbers and specifications are identical.
- Placing and arranging the product in the designated places to facilitate the receiving and delivery process.
- Take all preventive measures to protect the store from all risks of fire, theft and damage.

Education

JUNE 2017

Bachelor of Commerce Accounting / Suez Canal University

Skills

- Team work and group participation
- Leadership skills
- Analytical skills
- Financial Statements
- General Journal
- Microsoft office (Word, Excel)
- Decision making skills
- Accounts Receivable
- Accounts Payable
- Accounting

COURSES

Certified Contracting Accounting Course

ISO 9001:2015 FOUNDATIONS COURSE

LANGUAGES

Arabic / Level: Native Speaker

English / Level: Good