

**ABDEL-HAKIM SHAMS EL-DIN OMAR**

**Senior Accountant**

**JEDDAH – KSA**

**Mob. 0556194411**

**Egyptian, Transferable Iqama**

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### Career Objective

Seeking a Chief Accountant position where I can utilize my extensive experience in financial management, VAT compliance, and cost control to enhance financial performance, lead accounting operations, and support strategic decision-making.

### Education

- Bachelor of Commerce (Accounting) from Al Minufiyah University – Egypt (2006)

### Career History Overview

**Senior Accountant at AL-Hashemyiah Contracting Company L.L.C (HATCO).**

From November 2016 to Present

(HATCO – KSA)

- Manage full accounting cycle including GL, AP, AR, and bank reconciliations.
- Handle VAT compliance, filing, and invoice validation
- Supervise accounts payable and receivable and follow-up their accounts.
- Prepare monthly financial reports, P&L, and closing entries
- Monitor project costs and profitability analysis
- Managing fixed assets.
- Coordinate with procurement for invoice matching and payments
- Support financial statement preparation

**Mechanical & Chemical Supplies Company Ltd. (MCC).**

**Senior Accountant at Instrumentation, Control & Equipment Maintenance Est.**

From August 2015 to November 2016

(MCC & ICEM – KSA)

- Manage full accounting cycle including GL, AP, AR, and bank reconciliations.
- Managed supplier invoices and payments.
- Performed financial reconciliations and reporting.
- Monitor project costs and profitability analysis.
- Supervise accounts payable and receivable and follow-up their accounts.
- Managing fixed assets.
- Good knowledge of Issuing and supervising bank letters of credit (L/C).
- Prepare monthly financial reports, P&L, and closing entries.
- Support financial statement preparation.
- Assistance in Preparing accounts guide.

**Accountant at Masharef Al-Asimah Company for Telecom and IT (Capital Hills).**

From June 2012 to August 2015

(CHC – KSA)

- Manage Petty Cash expenses and action reports.
- Managed daily accounting operations.
- Assisted in telecom project accounting (STC, Mobily).
- Maintained financial records and reporting.

**Accountant at AL-Hashemiyah Contracting Company L.L.C (HATCO).**

From January 2009 to June 2012

(HATCO – KSA)

- Managed daily accounting operations.
- Manage Petty Cash expenses and action reports.
- Worked as purchasing coordinator + accounting tasks.
- Cost Accountant for Optical Fiber Projects (FTTH-OSP) in the Western Region.

**Accountant at International Arabic Company for Contracting.**

From January 2007 to December 2008

(IACC – Egypt)

- Managed daily accounting operations.
- Manage Petty Cash expenses.
- Worked as purchasing coordinator + accounting tasks.
- Handle sales TAX compliance, filing, and invoice validation.

**Accountant at Egyptian Company for Entertainment & Tourist Attractions.**

From July 2006 – January 2007

(ECETA – Egypt)

- Performed basic accounting and reporting tasks.
- Managed daily accounting operations.
- Working on sales TAX (EGYPT).

**Key Skills**

- VAT Handling & Compliance.
- ERP & Accounting Systems.
- Microsoft Excel (Advanced).
- Fixed Assets Management.
- Accounts Payable & Receivable.
- Cost Accounting (Projects).
- Financial Reporting & Analysis.
- Team Supervision.
- Good Communication with Suppliers & customers via all channels.
- Manage several assignments according to highest priority.

## Reports Experience

- Financial Statements (Income Statement, Balance Sheet).
- Budget vs Actual Reports and Variance Analysis.
- Accounts Receivable & Payable Reports and Financial KPIs.
- Bank Reconciliation Reports.
- Project Costing & Profitability Reports.
- VAT Reports (Input & Output Tax).

## Project Experience

### Cost Accountant for FTTH Projects (Western Region):

- STC, Mobily, Zain Projects (Jeddah, Madinah, Yanbu).
- Cost tracking, reporting, and profitability analysis.
- Invoice validation for subcontractor.

## Training Courses and Certificates

- CMA PART 2 (In Progress).
- Financial & Manual Accounting Diploma – ATA (Cairo)
- Computerized Accounting (Excel, Peachtree)
- Microsoft Office Certification
- English Courses – American University in Cairo.

## Language

- Arabic: Native
- English: Good

## References

- Mr. Mohammad Al-Harashseh – Director Western Region / (Capital Hills Co.)  
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