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Address

Riyadh, Saudi Arabia

Date of birth

01-08-1996

Nationality

Egyptian

LANGUAGES

English Good

Arabic Native

SKILLS

Safety requirements – Environmental requirements – Station Management System (Automation). Comprehensive knowledge of integration management systems and inventory management systems for petroleum stations, as well as full understanding of issuing qualification requirements for petroleum companies in compliance with Ministry of Energy and Aramco standards.

ICDL Course

Accounting Course

Mohammed Gamal Abdel-Raouf

Accounts Supervisor

EXPERIENCES

Sales Supervisor – Sanitary Ware Department , Shatha Al-Jouf

Tabuk - Saudi Arabia , August 2020 - October 2022

1- Worked as Sales Supervisor in a sanitary ware showroom with full knowledge of market trends, pricing, and coordination with suppliers and companies.

2- Ability to lead, motivate, and guide the sales team. Prepared periodic and annual reports, and effectively managed planning and organization for the team.

3 - Managed and motivated the sales team to achieve set targets.

4 - Provided support and training to the sales team.

5 - Communicated with clients and built strong professional relationships.

6 - Enhanced customer experience and ensured their satisfaction.

7 - Analyzed sales performance and prepared regular reports.

8 - Set sales targets and monitored their achievement.

9 - Handled complaints and resolved issues to ensure customer satisfaction.

10 - Maintained strong professional relationships with clients.

11 - Identified and evaluated new sales opportunities.

12 - Prepared budgets and monitored expenses and revenues.

13 - Managed debt collection and financial receivables.

General Accountant , Dora United Contracting

Tabuk - Saudi Arabia , September 2022 - September 2023

1 - Prepared monthly and annual financial statements with precision and reviewed them to ensure accuracy and compliance with accounting standards.

2 - Systematically recorded financial transactions in general ledgers and maintained up-to-date financial records.

3 - Efficiently prepared tax reports and ensured full compliance with local and international tax regulations.

4 - Conducted in-depth financial analyses and delivered management reports to support strategic decision-making.

5 - Effectively monitored cash flows and prepared financial forecasts to support financial planning and company sustainability.

6 - Reviewed and validated project statements.

7 - Followed up on opening insurance files and ensured payment of contract-related insurance contributions.

8 - Reviewed project statements issued by the project management department, verified completion percentages, reconciled actual site quantities with client statements, and monitored discrepancies.

9 - Recording all expenses and operational activities related to each project, and determining the cost of works within the project.

EXPERIENCES

Accounts Supervisor , Metrek Holding Group

Riyadh - Saudi Arabia , July 2024 - Present

- 1 - Worked at Petro Metrek Petroleum Services Ltd., demonstrating my ability to operate within specialized sectors and competitive work environments.
- 2 - Organized and monitored financial operations, ensuring accuracy and efficiency in managing funds and budgets.
- 3 - Oversaw the preparation of periodic and annual financial reports, highlighting my expertise in providing valuable financial insights to senior management.
- 4 - Worked closely with teams to improve financial procedures and develop cost-reduction strategies, demonstrating strong skills in strategic planning and financial analysis.
- 5 - Prepared tax reports and ensured compliance with regulations.
- 6 - Verified invoices and expenses to ensure accuracy.
- 7 - Prepared and reviewed monthly and annual financial statements.
- 8 - Received original subcontractor statements from the site accountant after project manager approval and reconciled them with the contract both technically and financially.
- 9 - Supervised current account management processes and ensured accuracy.
- 10 - Received a copy of the contract for supply agreements and filed it in designated records.
- 11 - Created a supplier database and analyzed material pricing.
- 12 - Reviewed supplier account statements and performed reconciliations for account settlements.
- 13 - Prepared daily and weekly reports.
- 14 - Received any documents related to site deductions from the subcontractor via the site accountant.
- 15 - Received the original invoice from the supplier along with the original delivery note.
- 16 - Responsible for reviewing and recording contractors' statements for project works, ensuring accuracy of quantities and prices, and continuously updating these records in both contractor and project accounts.
- 17 - Recording all expenses and operational activities related to each project, and determining the cost of works within the project.
- 18 - Prepare and submit quarterly tax reports to the Zakat, Tax and Customs Authority, ensuring full compliance with Saudi regulations and requirements.

EDUCATION

Bachelor's Degree, Zagazig University

Cairo , 09-2014 - 06-2018