

# Mohamed Abdul Wahab Arab

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## Personal details

**Birth Date** 15/07/1992  
**Nationality** Egyptian  
**Languages** English and Arabic  
**Dependent** Three (Spouse and two children)  
**Further** Transferable Iqama (Accountant) - Valid driving license



**Academic qualification** B.Sc. in Accounting, El Shrouk University, (2013),  
Grade: Very Good Fourth year: Excellent.

## ERP and Software Skills

- Microsoft dynamics 365, Microsoft dynamics AX, SAP Business one, Oracle, Aswaq , Smacc, Visual Dolphin, Al Ameen, Focus, Trust, Odoo, Exceer, Pact soft.
- MS Excel (expert user), MS Access, PowerPoint and Word.

## Career Summary:

**2019** : Chief Accountant at Qanbar steetly Saudi CO. , **Dammam , KSA.**

**2017-2019:** Saad Ali Alessa Group, **Dammam, KSA**  
**Senior Accountant (Financial Statements Preparation Section)**  
<https://www.saadalessa.com>

**2016-2017 :** Nawat Eltakh CO, **Riyadh, KSA**  
**Accounting Service Provider Team**

**2014-2016 :** Accountant at El korma Group, **Cairo, Egypt**  
<http://www.elkorma.com>

**2013-2014 :** Training at Al Mohaseboon for financial and tax, **Cairo, Egypt**

## Responsibilities

- Prepare monthly/quarterly/yearly **Financial reports**, annual **Budget** and **VAT** report with the primary focus on the accurate and timely closing of accounts
- Working alongside internal and external **auditors** during financial and operational audits
- Compare **actual** results with **budgeted** figures and analyses any **differences**.
- Prepare detailed **reports** of **revenue**, **expense** and **profits** for all departments, branches and **cost center**.
- Recording of **Bank** transactions (collection, payments, bank facilities) and prepare **Bank reconciliation**.
- Prepare and pays through bank **WPS** for all employees dues and all governmental SADDAD
- Manage **daily cash flow** and allocation of **daily collection** to **settle** outstanding **dues**.
- Manage **fixed asset** register and reports (recording PPE additions-disposal-monthly depreciation calculation)

- Record of **prepayments** (Insurance, Rent, other), calculate and record monthly **amortization** expenses.
- Manage **accounts receivable** accounts (sales cycle, Issue sales invoices, recording of receipts, reconciling AR accounts, regular confirmation, Aging report, monthly allowance for doubtful debts)
- Handling **Inventory accounts** ( Annual **stock Physical counts** and preparation of comparison report, Inventory Aging Report , Calculation and record of **Provision of Obsolete items**)
- Manage **accounts payable** accounts (purchasing cycle, costing of products, AP reconciliations and confirmations, aging of accounts payable)
- Calculating various **accruals** and prepare related reports for **audit** and **monthly FS**.
- Calculation and recording of monthly **Payroll** and other allowances and accrued (**VAC, GOSI, EOS**).
- Comparing accrued VAC and EOS for all employees with **HR module** and recording any adjustment if required
- Prepare monthly deduction for **employee's loans** in coordination with HR
- **Supervising** other members of **staff** and ensuring a full understanding of all critical functions within the department
- Demonstrating expert knowledge of **accounting principles** and company procedures.
- Ensuring the proper handling of financial transactions and **approving** transactions **within designated limits**
- Preparing **entries** to **general ledger** accounts and **cost centers** based on **analysis** of financial information as well as
- Reviewing and recording **petty cash** expenses and follow up custodies accounts.
- Preparing various **sales reports** for the sales management team and calculating **sales commission**

#### **CERTIFICATES:**

- Intel learn program
- English language program (basic level)
- International Computer Driving Licence
- Audit simulation (Price water house coopers)
- Leadership Training course.
- Stress Management course.
- Appreciation certificate from the university stating that I have achieved the sixth in my graduation class
- Appreciation certificate from the university stating that I have achieved the tenth In graduation project
- CMA in progress

**References are available on request.**