

**Motaz Hani Mohamed | Accounting Manager**

motazhany1@gmail.com | | KSA no: 0502332654

Dear Sir,

Working as an accountant, assistant financial manager then an accounting manager now this career progression in almost 9 years helped me a lot in building my personality, I have earned a reputation for conducting strategic financial planning and forecast for global corporations. My ability to recognize and utilize cost reduction opportunities and skills. I wish to extend my experience in the production accounting side and your advertised position of Accountant appears to have my name on it.

As you'll note from my enclosed resume, I possess a profound ability to communicate well at all levels of an organization. I thoroughly understand the clerical and support duties of an HR Coordinator and possess the decision making power that is required by the company.

Your time spent in reviewing my attached resume is greatly appreciated and will pay off in terms of guaranteed enhanced accounting productivity following my hiring. I would also like to implore the opportunity of having an interview with you soon. In case you need to speak earlier, please contact me at (+966) 0502332654 and (motazhany1@gmail.com).

Sincerely,

*Motaz Hani*

# Motaz Hani Mohamed | Accountant / Finance Manager

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*Looking to start my career in a big or Multinational company where I can utilize my skills, put my learning into practice and make a contribution. I am eager to learn, and excited about beginning my career.*

## ➤ Experience

### **Accounting Manager** Tawuniya KSA

May 2020 – Present

- Oversee and manage the general accounting functions, including, but not limited to: accounts payable, accounts receivable, general ledger, and taxes
- Help with quarterly and year-end financial audit activities and the annual corporate financial controls audit
- Assess current practices and procedures, and make recommendations for improvements
- Prepare, review, and analyze financial statements to ensure accuracy and completeness
- Perform ad hoc analysis and projects as requested
- Supervise and/or manage general ledger accounting functions
- Develop staff by managing performance, setting goals, providing ongoing training, and maintaining strong employee relationships
- Work with external auditors to ensure correct and timely closing and reporting at year-end
- Analyzing financial data and creating reports for management, stakeholders, and external parties, such as vendors or lenders.
- Maintaining accurate and complete financial records and participating in audits or reconciliations, as needed.
- Assisting other departments as they develop strategies, establish objectives, and make decisions that could have a financial impact on the business.
- Keeping informed about the latest developments in the finance industry.
- Take responsibility for accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, trust account statement reconciliations, check runs, fixed asset activity, debt activity etc.

### **Accountant / Assistant Finance Manager** Tawuniya KSA

Feb 2016- May 2020

- Work closely with the Finance Manager to ensure smooth operation of all finance Matters -  
Managing daily cash balances;
- Maintain financial system (accounts receivable , payable and general ledger )
- Ensuring that cash flows are adequate to allow business units to operate effectively;
- Responsible to manage the cash flow and supervise over the financial transactions within and outside the company.
- Monitor and follow up all outstanding receivables in conjunction with the credit manager
- Reconcile accounts payable and receivable
- Review & inspect all reports & documents related to the VAT & accounting services provided to the customers
- Ensuring full compliance with VAT law and regulations
- Input accounting data into the accounting system with speed and accuracy
- Propose an annual budget based upon organizational goals and the planned targets of production in the guidance of the manager.
- Assist the manager to obtain financial data from several sources such as expenses incurred in the month, day, etc.
- Develop financial plans to achieve corporate financial goals.
- Assist in new employee-training activities.
- Assist in the production of financial statements and applications, preparation of spreadsheets, reports and correspondence as required
- Handle the day to day job performance of the staff members and manage the payroll activities in approval of the manager.

**Accountant /HR Coordinator - payroll** Water dynamics

Jan 2015 - Nov 2015

Accounting Functions:

- Manage and follow up the production cost of the industrial activity. Follow up and analyze the action plans.
- Preparing final bill and related official documents for terminated, resigned employees. -Process paperwork for new employees and enter employee information into the payroll system. -Provide to the management the necessary help to take the appropriate decisions in terms of production cost
- Understand and analyze the gaps of productions (purchase, labor cost, expenses...) Implement close detailed analytical control, when needed (rate MOD, technical gaps ) Contribute to operational Team recommendation in order to improve the results and performance
- Provide to management the complete information in order to take the appropriate decisions concerning the industry.

HR Functions:

- Responsible for payroll of the employees for a monthly period
- Entering of new hires, employee changes voluntary deductions in the payroll system
- Processing of manual checks such as terminations and discrepancies
- Prepare and process hourly and salaried monthly payrolls
- Calculate new hire pay, termination pay, and any required adjustment to normal pay
- Processing stop payments or adjustments of payroll
- Calculate bonuses as requested
- Ensure that computing, withholding, and deductions are done correctly Knowledge of wage and hour laws.

**Accountant** Water dynamics

March 2013 -Jan 2015

- Manage and follow up the production cost of the industrial activity. Follow up and analyses the action plans.
- Preparing final bill and related official documents for terminated, resigned employees. -Process paperwork for new employees and enter employee information into the payroll system. -Provide to the management the necessary help to take the appropriate decisions in terms of production cost
- Understand and analyses the gaps of productions (purchase, labor cost, expenses...) Implement close detailed analytical control, when needed (rate MOD, technical gaps....) Contribute to operational team recommendation in order to improve the results and performance -Provide to management the complete information in order to take the appropriate decisions concerning the industry .

## ➤ Education

**Bachelor of commerce -Specialization: Accounting** Alexandria University. 2008 -2011

## ➤ Skills

### Technical

Professional certificate in Human Resources from AAST Recruitment and Selections Labor law  
Organizational Behavior.

Compensation and Benefits

Performance Management

Training & Development Strategic Management

### Software

Computer skills:

Commercial Excel certificate from MODLI (Ministry Of Defense  
Language Institute) 2013

Get the international computer drive license (ICDL).

Highly skilled in dealing with the computer and the Internet. High capability to deal with the word program.

### Social

Personal skills:

Have sense of leadership.

Very good learner and trouble-shooter. Ability to work under high pressure. Ability to be team player.

High communication skills and self-confidence.

Have negotiation skills and ability to convey ideas and knowledge to others.

Other skills

-English Course at the American Culture association

## ➤ Languages

**Mother tongue:** Arabic

**Other Languages:** English