

Mahmoud Yahea Hammed Boush
Cost Accountant, financial Accountant and Internal auditor
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OBJECTIVE

Seeking a challenging financial position, utilizing my qualifications and skills, with the potential for continuous growth, offering excellent work efficiency, gaining more experience and getting new concepts, maximizing acquired skills and creatively translating ideas through production and Finance.

EDUCATION

BACHELOR'S DEGREE IN Accounting
Accounting and Auditing major. Accumulative Grad (GOOD).
Year 2007.

WORK EXPERIENCE

AL Saeed Group for Trading and Construction (KSA)

Position: chief accountant

From (01/01/2021) Till now

Job Description :

- * Managing the daily tasks and operations that take place within the accounting department
- * Provide accounting management and oversight to Right Now and serves as a key partner with the Mountain West Regional and Apex Service Partners accounting team analyzing accounting data and preparing financial reports
- * Works with other members of the Mountain West Regional and Apex Service Partners accounting teams to ensure financial reporting is automated, 98% accurate, and audit ready.
- * Helps ensures cash is managed appropriately with the proper internal controls.
- * Implement robust monthly, quarterly and year-end close processes.
- * Reconcile and analyze general ledger accounts and bank statements.
- * Coordinate with the Apex Service Partners Accounting Team and external auditors to ensure successful engagement and on-time delivery of audited financial statements and tax audits.
- * Oversee monthly, journal entries, and reconciliations.
- * Assist as needed with comprehensive annual budget planning.
- * Prepare presentations as necessary summarizing key findings of analyses and projects.

ARCON GROUP FOR CONSTRUCTION AND TRADING (Egypt)

Position: chief accountant

From (01/10/2017) Till (24 / 11 / 2020)

Job Description :

- * Record/Journalize daily receipts and disbursements, and other non-cash transactions of the company.
- * Supervise preparation of monthly commission and salary payments.
- * Prepare monthly financial statements such as Trial Balance, Balance Sheet, Statement of Profit and Loss, Cash Flow Statement, Bank Reconciliation and other required financial reports.
- * Analyze and reconcile account balances and maintain its supporting documents and schedules such as Asset Register, Prepayment Schedule, and Schedule of Post-dated Cheque issued, Accounts and Loans Payable, and Cash Advances.
- * Monitor the cash standing of all bank accounts and transact with bank on matter such as deposits, withdrawals and transfers.
- * Prepare Cash Flow Forecast.
- * Prepare Score Card for each Agent.
- * Prepare budget and analyze the variances against the actual expenses.
- * Supervise and assess the work of staff and direct the activities of the Accounting Unit.
- * Create and implement various controls to strengthen the internal control of the Company.
- * Prepare communications/correspondences related to Accounting Unit.
- * Implement measures for controlling the book closing procedures so that the cycle time for the process is reduced and the quality within the process is improved, with the result the management receives reliable and relevant information on a timely basis.
- * Develop and implement a cost accounting system appropriate to the production operations of the company
- * Control corporate funds & securities and receipts & disbursements and ensure timely depositing of all money.
- * Maintain day-to-day operating contacts with banks and insurance company. Ensure that appropriate letters of credit, letters of guarantee and insurance certificates are obtained promptly so that the operations of the company run smoothly.
- * Ensure financial requirement of the company is met by obtaining loans and credit facilities from commercial banks and financial institutions.
- * Review entries to proper accounts entries (Fixed assets, investment, receivables, general accounting, current accounts, banks, loans, payables, stores, land accounts, collections, and accrual accounts) and any other sector related to business.
- * Review all the Journal Vouchers.
- * Monitor closing costs.
- * Monitor revenues and expense.
- * Generates valid reports (KPIs, Inventory, FRP, Financial Analysis, AGING. etc.)
- * Supervise an accurate and timely monthly, quarterly and year end close.
- * Run finance modules.
- * Arrange with related entities to issue LGs and LCs
- * Supervise daily banking requirements.
- * Supervise and leads the accurate and timely processing of financial transactions.
- * Supports budget and forecasting activities.
- * Responds to inquiries from the Director of Finance, Controller, and other finance team members and the company's managers regarding financial results, special reporting requests.
- * Monitors grant revenues and expenditures, ensuring data is recorded in the Company financial accounting system.
- * Work with the Superior to ensure a clean and timely year end audit.
- * Performs other duties of a similar nature or level.

Al jouf for agricultural development Co (kSA)

Position: senior cost accountant (manufacturing and agriculture)

From (29/02/2016) Till (21 / 07 / 2017)

Job Description

- * Planning, Studying, and collecting data to determine costs of business activity such as raw material purchases, inventory and labor.
- * Recording cost information for use in controlling expenditures
- * Analyzing audits of costs and preparing reports
- * Making estimates of new and proposed product costs
- * Providing management with reports specifying and comparing factors affecting prices and profitability of products or services.
- * Maintaining Cost Accounting System
- * Reconciles finished goods inventories
- * Analyzing data collected and recording results
- * Analyzing changes in raw materials, manufacturing methods or services provided, to determine effects on cost
- * Analyzing actual production costs and preparing periodic reports comparing standard costs to actual production costs
- * Making estimates of new and proposed product costs
- * Providing management with reports specifying and comparing factors affecting prices and profitability of products or services.
- * Assisting in Month end close of the General Ledger
- * Conducts physical inventories and monitors cycle count program
- * Assist the management in general accounting functions as needed
- * Any other task assigned from time to time.

HEGAZY GROUP (Egypt)

From (12/05/2012) Till (28 / 02 / 2016)

Position: Senior Internal Auditor

Job Description

- * Ensuring that assets are safeguarded.
- * Participate in financial audit, compliance audit, operational audit and information system audit.
- * Review the financial transaction at financial program.
- * Participate in put the system to reduce and prevent irregularities and fraud.
- * Participate in team who put auditing plane to (assets † accounts receivable † accounts payable treasury † bank accounts † expenses † revenue and other accounts
- * Responsible for follow up fixed assets and do par code to assets.
- * Write the auditing report to high management.
- * Participate in various committees or task forces geared to policy/procedure development and operational improvements.
- * Assist in developing annual audit plan and submit to top management and to Audit Committee for review and approval.
- * Audits contracts and vouchers, and prepares reports to substantiate transactions.
- * Perform a variety of tasks within the general scope of the job and others that may be assigned by the management.
- * Conduct periodic training workshops to promote awareness of internal controls and to discuss changes in policies that will impact the system flow of information.

- * Preparing detailed scoping of work in line with Audit Plan or ad hoc requests (including objectives, priorities and resources required to conduct assignment).
- * Well, understanding of the corporate governance and the best practice.
- * Collating, checking and analyzing spreadsheet data.
- * Examining company accounts and financial control systems.
- * Checking that financial reports and records are accurate and reliable.
- * Identifying if and where processes are not working as they should, and advising on changes to be made.
- * Preparing reports, commentaries and financial statements.
- * Ensuring procedures, policies, legislation and regulations are correctly followed and complied with.
- * Undertaking reviews of wages.
- * Teams with other internal and external resources as appropriate.
- * Financial analysis for all activates of group.
- * Respect social responsibilities and business ethics.
- * Any other task assigned from time to time.

Grand investment for securities brokerage company (Mohandesen H.Q.)

From (4/10/2009) to (12/05/2012)

Position: Senior Accountant

Job Description :

- * Responsible for follow up documents cycle beginning to American daily Journal to trial balance.
- * GL Management, including various GL analysis and GL reconciliation.□
- * Manage the accounts receivable cycle.
- * Manage the accounts payable cycle.
- * Responsible for fixed assets accounts.
- * Responsible for accounts receivable
- * Responsible for accounts payable
- * Banks & Banks assistant journal accountant.
- * Banks balance sheet monitoring.
- * Responsible for preparing month-end Bank reconciliation schedules and reports for management review.
- * Manages and coordinates activities required to ensure an accurate and efficient Bank accounting system.
- * Prepares various monthly Bank facility profile report for management.
- * Maintains banks ledger and off books contingent liabilities database.
- * Responsible for processing of credit applications.
- * Calculating the percentage of bank interest.
- * Fixed asset & fixed asset Depreciation accountant.
- * Tax accountant.
- * Responsible for the adequacy report.
- * Responsible for the settlement of balances with the MCSD
- * Responsible for the expenses presented and their settlements
- * Reviewing financial statement with external audit
- * Working on the financial SW (BIMSI) (ORECAL ERP SYSTEM)
- * Working on the financial SW (Trade Net) SYSTEM
- * Any other task assigned from time to time.

El Kenana for poultry grandparents (94 tahrir St. dokki)

From (8/11/2008) to (3/10/2009)

Position: Accountant

Job Description

- * AP (purchasing & suppliers accountant)
- * Treasury analysis accountant.
- * Letters of credit accountant.
- * Contractor's Payment accountant.
- * Cost accountant the projects under construction accounts.
- * Petty cash monitoring and reporting.
- * Working on (Elmutakhsison) SW built on Gupta Database (ERP concept SW)
- * Any other task assigned from time to time.

Santa medical stores

From (17/11/2007) to (06/11/2008)

Position: Accountant

Job Description

- * AR (Customer & Sales accountant).
- * AP (purchasing & suppliers accountant)
- * Treasury analysis accountant.
- * Letters of credit accountant
- * Working on a stores & purchasing SW (AP & AR & SC).
- * Any other task assigned from time to time.

EL GHAZALY CO. FOR ACCOUNTING; AUDITING AND CONSULTANT

From (10/2007) to (02/2010)

Job Description

- * Participate in the preparation of financial statements and final accounts and review companies and registration in the books and end the tax and appeal committees

ABD electric and mechanic company (6th of October city)

From (01/08/2007) to (15/11/2007) □

Position: Accountant

Job Description

- * Responsible for accounts receivable
- * Responsible for accounts payable
- * Treasury analysis accountant.
- * Letters of credit accountant

□ Personal skills

- * Excellent skills in using (Microsoft Office, Outlook, Internet, Fast typing on Keyboard and working on more than accounting SW).
- * Working on ORECAL ERP SYSTEM.
- * Knowledge of accounts payable, general ledger, receivables & payroll.

□ COURSES Training course and CERTIFICATES

- * Training in EL GHAZALY CO. FOR ACCOUNTING; AUDITING AND CONSULTANT.
- * Training course in English from (AXON) co.
- * FESTIVAL FOR SELF DEVELOPMENT SKILLS AT ARAB EUROPEAN FOR YOUTH AND DEVELOPMENT.

• LANGUAGES

- * ARABIC: MOTHER TONGUE.
- * ENGLISH: V. GOOD SPOKEN AND WRITTEN.

• Computer skills

- * Excellent skills in using (Microsoft Office, Outlook, Internet, Fast typing on Keyboard and working on more than accounting SW).
- * Working on ORECAL ERP SYSTEM. And SAP.
- * Knowledge of accounts payable, general ledger, receivables & payroll.
- * Knowledge of office administration and procedures.
- * Knowledge of office administration and procedures.
- * Knowledge of general bookkeeping procedures.
- * Proficient in relevant computer applications.

• Personal skills

- * Excellent Knowledge of MS Office with advanced level skills in MS Excel.
- * Flexible and willing to adopt change.
- * Excellent communications and inter-personal skills.
- * Excellent problem solving and decision-making skills.
- * Excellent planning and organizing skills.
- * Excellent presentations skills.
- * Excellent Oral and written English Communication.

• PERSONAL DATA

BIRTH DAY	February .10, 1986
NATIONALITY	EGYPTIAN
CONTACT ADDRESS	Egypt Gharbyia – El Santa – kafer meet haway
MARITAL STATUS	Married
MILITARY STATUS	Exempted