



Hamed Hamdy Elsayed Metwalli

CONTACT

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- 563640982
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- 05/07/1992
- Egyptian
- Single

SKILLS

- Bookkeeping
- ERP (Enterprise Resource Planning) software
- Budget analysis
- Accounts Payable and Receivable (AP/AR)
- Invoice preparation
- Account reconciliation processes

LANGUAGES

Arabic: Native language

English: C1
Advanced

PROFESSIONAL SUMMARY

Seeking a job in accounting information ,cost accounting system analyzing financial statement and completing the accounting cycle where my skills and academic background can be utilized and developed.

WORK HISTORY

Accountant 12/2020 - Current
ALBAYAN HOLDING GROUP - Riyadh, Riyadh Region

- Collaborated with auditors to ensure full compliance with governing bodies and limit regulatory risks.
- Created accurate and comprehensive financial records to achieve regulatory compliance.
- Identified new opportunities for cost savings and implemented initiatives to improve corporate budget oversight.

Cost Accountant 01/2016 - 12/2020
alfath factory for automatic doors - abha , saudi arabia

- Prepared VAT and income tax forms for commercial and individual clients.
- Analysed budgets and financial projections for accurate reporting of company performance.
- Suggested key budgetary changes to increase company profits.
- Completed journal entries, reconciliations and account analysis to prepare quarterly financial documents and general account management.
- Oversaw full accounting cycle, including compiling and analysing data, posting and adjusting journal and ledger entries, preparing financial statements and reports and closing books.

Accountant 05/2014 - 12/2015
alfath group for investment - egypt, Saudi arabia

- Cooperated with senior leaders to create operating budgets and initiate financial planning.
- Created reports for executive team in tight timeframes with exceptional Excel skills.
- entry account receivable and account payable

EDUCATION

Membership at accounting instatue (socpa) Certified For Microsoft Dynamics Certified For Microsoft Dynamics Great Planis (GP) From 13/1/2010 To 20/6/2010 Petroleum Fields (summer training) Training as, 2013
Benha University

Faculty : Faculty of Commerce Department : Accounting, Oil & Gas
accounting in GUPCO from

**Computer courses held by international computer driving licence (ICDL) in
Win (Me,Xp) & Office**

and internet Human Development Accounting courses held by human
resource unit in Ain shames

university: Accounting Financial

ACCOMPLISHMENTS

- Increased profits by 25% without reducing customer satisfaction rates.
- Used Microsoft Excel to develop inventory tracking spreadsheets.

CERTIFICATIONS

- ISO certification- quality training ,

Magistratus & Proctor Canada - accounting & warehouse in charge