



Mahmoud Ghanem
Senior Accountant

Jubail City, Saudi Arabia

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Date Birth: 01/01/1979

Nationality: Egyptian

- ✓ Member of the Saudi Organization for Auditors and Accountants

I'm seeking to work a long term job with an organisation which provides promising career advancement.

Senior Accountant, Over 12 years highly, skilled in Financial accountant experience in varied area, including Managing credit facilities and transactions with the banks, VAT returns periodically, month end and year end consolidated financial reports, and forecasting , Strong analytical skills and my ability to use those skills to see all sides of a problem.

I hope to join a dynamic and self-esteem organization with potential for future growth, and contribution of new ideas.



EXPERIENCE

SENIOR ACCOUNTANT, Al Naba International Group

Jubail, Saudi Arabia — 2016-Till Now

- predominant mission is to assist the Finance manager in overseeing the preparation of Budget and to supervise its administration, managing financial resources and liabilities and expenses
- Managing & dealing credit facilities and transactions with the banks and found new opportunities.
- Assistant Finance manager in managing the financial statements.
- Supervision of all account's proceedings & reporting to Finance Manager.
- Preparing and submission of VAT returns periodically monthly basis, without fail.
- Preparing & dealing Zakat assessments with general authority of zakat
- Providing advice on tax planning (Zakat - VAT).
- Functioning as the head of the team for preparing the tax returns and books of accounts.
- Handle the full accounting cycle, and maintain general ledgers including processing adjusting entries.
- Coordinate and complete the month-end closing process of the company's financial records.
- Full responsibility for Daily / monthly tasks in accounting cycle including accounts payable, accounts receivable, general ledger reconciliations, journal entries, month end close.
- Responsible for prepare and monitoring financial reports and control over Payroll, ... etc. audit tasks Daily / monthly tasks in accounting.

Accomplishments:

- Managing and providing new opportunities of credit facilities.
- Success in reducing the Zakat assessment.
- Internal audit tasks Daily / monthly in accounting,

ACCOUNTANT OF BANK ACCOUNTS, LETTER OF CREDITS & LETTERS OF GUARANTEE, Horse Alex for Engineering Works & Contracting

Cairo, Egypt — 2008-2016

- Flow-up accounts payable & prepare checks payments after Checking Invoice & supplier statement. Follow any discrepancies.
- Invoice and supplier statement. Follow any discrepancies.
- Management and reconciliation of bank accounts Coordination of relations with banks.
- Communicate and follow up banking transactions & bank account.
- Implement inventory reports, supplier accounts.
- Financial reporting (statement of profit and loss, balance sheet).
- Assistant process manager, reporting using advanced function.

CASH ACCOUNTANT - SUPPLIER ACCOUNTANT, Sun & Sea Hotel

Hurghada, Egypt — 2005-2008

- Responsible for cash and replacement - daily cash.
- Make requests for hotel needs.
- Follow up supplier accounts.



EDUCATION

BACHELOR

Cairo University — 2003

B.Sc. in Accounts, faculty of commerce

DIPLOMA

Wharton School of the University of Pennsylvania — 2014

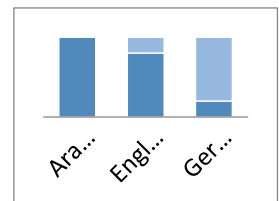
Introduction to Financial Accounting



SKILLS

Effective communication
Negotiation skills
Effective at multi-tasking
Technical Skills
Professional

Micro office Accounting
Software
Internet knowledge
Working in a team
Software



Languages