



Mohamed Makram Farouk Hassan

Date of Birth: 09/04/1991

Resident in Riyadh, Saudi Arabia

Nationality: Egyptian

Transferable Iqama: Valid

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Objective

Seeking a challenging position in the field of accounting, where my skills and experience can be effectively utilized in a progressive organization that offers opportunities to develop my skills.

Work Experience

Sr. Bank & Financing Accountant at (Mobarak M.Al-Salomi Contracting Co)

Saudi Arabia (12/2017- Current)

- Prepare Bank transactions, in accordance with relevant accounting standards.
- Prepare chart of accounts.
- Apply IFRS Policy.
- Prepare Bank reconciliation.
- Make Bank transfers and pay company expenses.
- Prepare and review cheques.
- Prepare documents required for Bank Facilities.
- Prepare financing items with Bank (LG - LC – Bills - projects equipment - salaries - Kafalah Program).
- Prepare Bank Guarantees for Government Agencies and Saudi Aramco.
- Prepare and review Letters of Credit.
- Prepare a loan amortization schedule.
- Review loan accounts with a statement of credit facilities from Banks.
- Review terms of financial facility agreements.
- Review and analyze Bank facility commissions.
- Prepare daily, weekly, and monthly Bank reports.

- Prepare financial requirements in (IKTVA) Program with Saudi Aramco.
- Prepare billing reports on (Etimad) at the Ministry of Finance.
- Prepare the requirements for financial statements audit.

Fixed Asset Accountant at (Dawaer Al-Sharq Contracting Co) Saudi Arabia

(12/2016 – 11/2017)

- Prepare transaction of fixed assets.
- Prepare transaction of Depreciation.
- Prepare Fixed asset schedule.
- Review asset contracts ending by ownership with Financ companies.
- Prepar an inventory of fixed assets.

A.P Accountant at (Al-Attar Transportation Co) Egypt (08/2015 – 10/2016)

- Prepare transaction of purchase invoices and credit notes.
- Prepare reports of accounts payable.
- Review the suppliers' accounts monthly.
- Review tax invoices for suppliers.
- Prepare a record for suppliers' data.

Training at (Mohamed Mostafa Office for Accounting & Auditing) Egypt

(01/2015 – 07/2015)

- Review and audit the accounts of institutions and companies.
- Prepare tax returns (sales tax - commercial and industrial profits tax - income tax).

Education

2014 Bachelor in Accounting - Faculty of Commerce - Mansoura University - Egypt.

Cumulative Grade: Good

Relevant Coursework

12/2020

Completion part 1 Of CMA - (Global Financial Developers)

Certification

05/2019	International Financial Reporting - (ACCA)
09/2016	Financial Accounting - (Mansoura Training Academy)
05/2016	Financial Analysis - (Mansoura Training Academy)
08/2013	Book Entry Accounting - (Mansoura University)
08/2013	Business English - (Mansoura University)
08/2013	ICDL V5 IC3 - (Mansoura University)

Languages

- Arabic Native
- English Professional working proficiency

IT SKILLS

- Professional use of ERP systems
- Strong at MS-Office (Excel , Word , PowerPoint and Outlook)

Communication Skills

- Listening
- Confidence
- Clarity and Concision
- Non-verbal communication

Soft Skills

- Attention to details
- Teamwork
- Leadership
- Critical thinking and problem solving
- Flexibility and Adaptability

References

Upon Reques.