







 Egyptian

 Dammam, KSA

 0568146624

 11-07-1984

 islamkamel@hotmail.com

## JOB DESCRIPTION

- Implementing the financial and accounting procedures approved by the senior management.
- Control over the documents issued and received by the Accounting Department, to ensure that they are correct and that they contain the necessary signatures.
- Maintaining the books and accounting documents necessary to implement the approved accounting system, and ensuring that they are legally registered and preserved after completing the legal period.
- Supervising the preparation of the registration vouchers and their approval before recording them in the accounting books.
- Preparing monthly settlements.
- Supervising the registration of registration vouchers in the books and posting them.
- Participating in the process of periodic and annual inventory of fixed assets and materials and matching them with their own accounts.
- Supervising the preparation of monthly bank reconciliation statements, showing the differences (if any), informing the financial manager for review, and preparing the necessary settlement entries.
- Supervising the preparation of trial balances and periodic financial reports, studying and analyzing them, then submitting them to the Financial Director for approval and presenting them to the higher management.
- Supervising the recording of operations in accounts payable and issuing payment orders related to them at the specified times.
- Supervising the preparation of salary and wage scales for employees and ensuring the correct preparation of these tables.
- Preparing settlement entries at the end of the financial period based on the financial manager's instructions.
- Preparing audit balances for the detailed accounts and general accounts at the end of each month and ensuring the correctness of the balances in each of them.
- Preparing financial reports at the end of each period.
- Inform the financial manager of any violation of the financial policy or of the financial procedures applied by the various departments and divisions of the company, or of any deviation that appears in the periodic financial statements.
- Providing all the information and clarifications required by the work of other departments in the company and the work of external auditors and working to facilitate their task.
- Preparing final accounts at the end of the fiscal year.
- Preparing the financial statements on time to submit them to the General Authority for Zakat and Income (Zakat / Value Added Tax).
- Preparing the financial data required to be submitted to the official departments such as the Ministry of Municipal and Rural Affairs (Contractor Classification Agency).

## WORK EXPERIENCE

05-2015 → 07-2021

**Aljudi Arabia for Contracting Co. - Jubail**

Chief Accountant

10-2013 → 05-2015

**Masat Albenaa Contracting Est. - Riyadh**

Senior Accountant

07-2012 → 05-2013

**Tasheed United Contracting Co. - Riyadh**

Senior Accountant

12-2009 → 02-2012

**Kalid Alsuqeer Contracting Est. - Riyadh**

General Accountant

09-2006 → 12-2009

**Universal for Engineering Industry Co.**

Alexandria Maintenance Branch

Accountant

## EDUCATION

2001 → 2005

Bachelor's degree in Accounting

Faculty of commerce, Tanta University.

## SOFTWARE SKILLS

E-Government and Banking services ●●●●●●●●

Microsoft Office ●●●●●●●●

Smacc 5 / Smacc Cloud ●●●●●●●●

Delta Financials 7.8 ●●●●●○

FocusRT ERP V6 ●●●●●○

## PERSONAL SKILLS

- ✓ Able to work on my initiative or as part of a team.
- ✓ Excellent conceptual and analytical skills.
- ✓ Managing tasks and problem solving skills.
- ✓ Detail oriented, strong organization and a high degree of accuracy.
- ✓ Analysis and Decision making skills.

## LANGUAGES

Arabic ●●●●●●●●

English ●●●●○○

German ●●○○○○

## HOBBIES



Swimming



Fishing



## TRAINING COURSES

- Preparing Final Accounts and Balance Sheets - EAAC Group for Training & Consultancy.
  - Accounting for Specialized Contracting - Guide for Training & Financials Consultancy.
  - International Computer Driving Licence ICDL - Arab Academy for Science Technology.
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## MEMBERSHIPS

- Syndicate of Commercial Professions in Alexandria.
  - Saudi Organization for Chartered and Professional Accountants.
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## GOV. DOCUMENTS

- General Accountant Iqama - Transferable.
  - Saudi Private Driving License.
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## REFERENCES

- Adnan Alzuhairy - Financial and Economic Advisor - 0582666781
  - Khalid Alamry - Financial Manager - 0502086904
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