



# MOHAMED ELASHKAR

## SENIOR ACCOUNTANT

### EDUCATION

#### BACHELOR'S DEGREE IN ACCOUNTING

Faculty of Commerce,  
Tanta University,  
Egypt  
2012-2015

### CONTACT

#### Phone

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#### Email

Mr.MElashkar@gmail.com

#### website

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#### Address

Al Khobar - Saudi Arabia

### SOFTWARE SKILL

#### Teamwork



#### Communication



#### Creativity



#### Microsoft Excel



#### Organization



#### Computer skills



#### VBA in Progress



### ABOUT ME

Having extensive experience of identifying the needs of corporate customers by translating and interpreting business requirements into a functional specification for key system implementations. Possessing a significant record of achievement in accountancy and able to quickly understand the mission, vision and values of an organisation.

### WORK EXPERIENCE

Dec 2020-Present	<b>SENIOR MANAGEMENT ACCOUNTANT</b> Alriyadah Travel & Tourism/ Al Khobar, KSA
Sep 2018- Nov 2020	<b>SENIOR ACCOUNTANT</b> AlJubairi Law Firm/ Al Khobar, KSA
May 2017-Aug 2018	<b>GENERAL ACCOUNTANT</b> AL SHALLAL AL DAHABI CONTRACTING EST/ Safwa KSA
Feb 2016 - Mar 2017	<b>ACCOUNTANT</b> Advisory Group for accounting and auditing/ Cairo, Egypt
Aug 2015 - Oct 2015	<b>JUNIOR STAFF ACCOUNTANT</b> (Summer Training) German Company to Import & Export/ ElMehalla ElKubra, Egypt
Aug 2014 - Oct 2014	<b>JUNIOR ACCOUNTANT</b> (Summer Training) Misr Spinning & Weaving Company/ El Mehalla El Kubra, Egypt

### WORK FIELD

- Reviewing all invoices, contracts and expense reports.
- Prepare journal entries and complete general ledger operations.
- Preparing salaries and allowances and annual leave payments.
- Zakat & Tax: prepare VAT reports and fill it in a timely manner.
- Manage all A/P & A/R accounts with all related accounting entries.
- Review, Approve, and Post all A/P & A/R accounting entries.
- Issue A/P & A/R aging reports with all related analysis.
- Preparing monthly sales reports to the management.
- Reducing the risk of loss from bad debt.
- Contacting customers with overdue payments.
- Negotiating repayment plans with customer.
- Starting legal proceedings if debts are not collected.
- Manage the accounts reconciliation for all customers accounts.
- Manage all accounts of banks and reconciliation.
- Daily report for the cash flow, expenses and profit.
- Analysing prepared accounts and another GL accounts if require.
- Report to Finance Manager.
- Communicating with External Auditor.