

Eslam Ahmed Rabia Mohamed

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### Education

- Bachelor’s Degree of Commerce – Accounting Major
- Zagazig University, Egypt 2008.

### Languages

- Arabic - As a native language
- English - Good (reading, writing, and speaking)

### Work Experience (+09)

<b>Period</b>	From Jan <b>2011</b> till present.
<b>Employer</b>	Sons of Sulaiman H. Al-Saif for Land Transport Dammam, K.S.A.
<b>Title</b>	Senior accountant
<b>Application</b>	Microsoft Dynamics AX

- Manage the all A/P account with all related accounting entries.
- Manage and apply all A/P Policies & Procedures.
- Monthly financial commitments report for all Suppliers.
- Process all A/P payments.
- Assist on GL reconciliation and GL breakdown
- Issue A/P Aging reports with all related analysis.
- Review, Approve, and Post all A/P accounting entries.
- Manage the accounts reconciliation for all vendor’s accounts.
- Manage the all A/R account with all related accounting entries.
- Issue A/R Aging reports with all related analysis.
- Review, Approve, and Post all A/R accounting entries.
- Manage the accounts reconciliation for all Customers accounts.
- Checking & maintaining general ledger.  
Reconciliation of bank statements.  
Provide guidance to other Accountants when needed.

### Computer Skills

#### Accounting Software’s

- AX Microsoft

## Microsoft Office

- Good experience through many courses and self-improvement in "Word and Excel, and Outlook.

## Personal Data

- **Date of Birth** : 1987.
- **Place of Birth** : Egypt
- **Religion** : Muslim
- **Marital Status:** Married
- **Residence** : Kingdom of Saudi Arabia (KSA), Dammam.