



Mohamed Hamdi

PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Hardworking and passionate job seeker with strong organizational skills eager to secure accountant position. Ready to help team achieve company goals.

CONTACT

 Dammam, Eastern Province 32213

 0582983323

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SKILLS

- VAT returns
- Sales and purchase ledgers
- Balance sheet reconciliations
- Financial reporting and analysis
- Cashflow forecasting
- jd edwards expertise
- Bookkeeping
- Financial records review
- Profits and losses tracking
- Account reconciliation processes
- Accounting principles
- Microsoft office

WORK HISTORY

Senior Management Accountant 01/2021 - Current
Al fares Transportation company - Dammam, Eastern Province

- Reviewed accounts, resolved coding areas and tracked recurring expenses for accrual entry.
- Diminished outstanding debts by analyzing accounts for issues.
- Completed audit papers by thoroughly documenting audit tests and findings.
- Cooperated with senior leaders to create operating budgets and initiate financial planning.
- Collected and reported monthly expense variances and explanations.
- Prepared working papers, reports and supporting documentation for audit findings.
- Maintained integrity of general ledger and chart of accounts.
- Tracked funds, prepared deposits and reconciled accounts.
- Provided journal entries and performed accounting on accrual basis.

Senior Accountant 12/2018 - 12/2020
Delta sweets - Tanta, Egypt

- Managed entire accounting cycle from data collection and analysis
- Generated and presented monthly financial statements to senior management.
- Managed and prepared journal entries and reconciliations to support monthly general ledger closing activities.
- Coordinated payment runs and accounts across different business entities and territories.
- Prepared reports and presentations for executives with excellent copywriting and data visualization.

Accountant 07/2014 - 08/2018
Al fares trading company - Khobar, Eastern Province

- Set up and improved accounting systems and processes to meet business needs and maximise effectiveness of operations.
- Cooperated with senior leaders to create operating budgets and initiate financial planning.
- Updated journal entries and accounts on accrual basis with Xero software.
- Analysed monthly balance sheet accounts for corporate reporting.

Accountant

07/2009 - 07/2014

Delta company for sweets and food industries - Tanta, Egypt

- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Analysed monthly reporting to reconcile production operations and general ledger.
- Reconciled accounts from income and expense data to net worth and assets.
- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
- Updated journal entries and accounts on accrual basis .
- Trained new employees on accounting principles and company procedures.
- Generated invoices based on established accounts receivable schedules and terms.

EDUCATION

A-Levels: accounting, 07/2008

faculty of Commerce – Egypt

icdl certificate

- Awarded Icdl certificate

CMA STUDINY

I am currently studying for a CMA certificate AT AURA EDUCATION Institute in Egypt