



## Ramy Mosaad Mohamed Elwassief

**Chief Accountant**

**Experience: 9 Years**

 Riyadh, Saudi Arabia

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### Career Objective

Seeking for a true challenging opportunity in a high standard company like yours. satisfy my unlimited ambition, use my communication and Interpersonal skills in my futuristic job, to learn surely from your great experiences in this field and to enhance my point of view in the practical life and to develop my general Knowledge and finally to improve my social position and my income.

### Experience:

<b>Chief Accountant</b>	<b>Al Duhayan Group of Companies</b>	<b>2017-Present</b>
<b>Senior Accountant</b>	<b>Dynamo Advertising Agency</b>	<b>2016-2017</b>
<b>Accountant</b>	<b>Diamond Care Trading EST</b>	<b>2015-2016</b>
<b>Accountant</b>	<b>United Pharmaceutical Co -Egypt</b>	<b>2012-2015</b>

### Personal Details:

**Date of birth:** 13 March, 1991 (Age: 31)

**Nationality:** Egyptian

**Visa Status:** Valid Iqama

**Marital Status:** Married

### Education



Bachelor's degree, Accounting, "78%", " Good"

### Certificates



- ❖ The license of International Computer Driving ICDL
- ❖ Preparation of the accountant`s
- ❖ Presentation Skills - Public Relations- Marketing Principles from AUC.
- ❖ Financial planning & Budgeting From MFTC.

## Details of Professional Experience:

2017-Present

### Al Dhuhayan Group of Companies

- Business Line (Construction , Real Estate, F&B, Engineering Consultancy, Lands Development, Gas stations)

**Job Description: Chief Accountant**



- Handling accounting roles eg. AR, AP, GL, etc.
- Responsible for day-to-day finance and accounts operations.
- Perform full set of accounts and ensure timely closing.
- Perform costing and sales monitoring and controls.
- Preparation of monthly, quarterly, and annual financial Reports.
- Maintaining accurate and up-to-date records of all financial transactions.
- Working closely with operations and other Departments in variances and cost analysis.
- Reconciliation of bank statements.
- Cooperation with external auditors to carry out the annual audit.
- Handling Letters of Credit and Banks facilities.
- Other financial management duties assigned by management.
- Managing and overseeing the daily operations of the accounting department.
- Monitoring and analysing accounting data and producing financial reports or statements.
- Establishing and enforcing proper accounting methods, policies, and principles.
- Oversee and manage the general accounting functions, including, but not limited to accounts payable, accounts receivable, general ledger, and taxes.
- Help with monthly and year-end financial audit activities and the annual corporate financial controls audit.
- Assess current practices and procedures, and make recommendations for improvements.
- Prepare, review, and analyze financial statements to ensure accuracy and completeness.
- Develop staff by managing performance, setting goals , and providing ongoing training.
- Monitor and analyze accounting data and produce financial reports.
- Establish and enforce proper accounting methods, policies
- Coordinate and complete annual audits.

2016-2017

## Dynamo Advertising Agency

### **Job Description: Sr. Accountant**



- Providing financial data for CFO.
- Prepare budget for projects.
- Prepare balance sheet, income statement, cash flows, analysing, equity and disclosures.
- System programme Control by (issue accounts, users, issue reports, follow up with programme guy to upgraded system &reports.
- Prepare Assets Depreciation, provisions & logistics.
- Follow up opining of years' procedures.
- Follow up end of years' procedures.
- Providing training to Accountants to process the business transactions and Reports.

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2015-2016

## Diamond Care trading



### **Job Description: Accountant**

- Providing reports for chief accountants.
- Control accountants and divide work on accountants.
- Providing financial report for chief accountants.
- Control petty cash, customers' accounts, suppliers accounts.
- Control inventory and warehouses.
- Bank, customers and supplier's reconciliation.
- Prepare Monthly Payroll and Accruals.

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2012-2015

## United Pharmaceutical Co.-Egypt



### **Job Description: Accountant**

- Create daily entries.
- Create daily voucher.
- Prepare Monthly Payroll and Accruals.
- Handel petty cash, Customers ,Suppliers ,Inventory , Revenue and loans.

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### Personal Skills:

#### Languages

- ✓ Arabic
- ✓ English

#### Communication

Good communication skills.

#### Driving Licence:

Valid Saudi Arabia driving licence.

**Technical Skills:**

- Advanced in Microsoft (Dynamics) ERP.
  - Advanced in Excel, Word
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**Reference:**

References are available on request.