

# El-Husseini Mohamed

General Accountant



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KSA, Jeddah

## Summary

A General accountant with eight years' experience in accounting field such as manufacturing, trade, import, auditing, reporting to top management, and dealing with audit offices to perform financial statements and various tax reports according to the approved laws within experience in ERP software

## Highlights

- Account management
- Budget
- Finance operations
- Data Analysis
- Financial Statements
- ERP System
- Leadership
- Account reconciliation

## Education

### Tanta University

- Bachelor of Commerce Department of Accounting grad (very good) 2013

## Experience

Starting Saudi Ice Cream Factory (Kwality)

May-2016 to present KSA, Jeddah

## Roles

- Perform financial analysis and reporting to management as needed.
- Perform month-end accounting activities such as reconciliations, journal entries, Accounts Payable, Accounts Receivable and Fixed Assets.
- Coordinate with finance team to complete assigned accounting tasks within deadlines.
- Prepare Monthly P&L and financial Position quarterly.
- Prepare tax returns and submitting them to the Authority of Zakat and Tax.
- Monitor expenditures, analyze revenues and determine budget variances and report the same to management.
- Respond to accounting inquiries from management in a timely fashion
- Provide guidance to other Accountants when needed.
- Assist in budget preparation and expense management activities for assigned accounts.
- Monitor and record financial transactions according to company policies and regulations.
- Review and recommend changes to existing accounting procedures.
- Responding to inquiries from internal managers, the CEO, CFO
- Record Day to Day Expenses
- Issue the payments to suppliers
- Record Accrued expenses and applied in actual Expense
- Reconcile supplier statement and check the difference

- Record Daily Journal entries
- Following up the budget and analysis the difference
- Prepare Monthly Bank Reconciliation
- Calculate the depreciation installment

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Jan-2012 to Apr-2016

General Accountant

Tanta, Egypt

### Roles

- Maintaining a system of managing and overseeing the day-to-day accounting functions of the company
- Monitoring and recording transactions and financial events in compliance with generally accepted accounting principles (GAAP) and company policy
- Ensuring accurate and timely accounting reporting; monthly, quarterly, and year-end close
- Check bank conciliations
- Manage accounts payable and receivable
- Supervise stock and inventory planning at the end of the year
- Analyze product margins
- Payroll check and payroll registration
- Authorize disbursements and transfers of bank funds
- Record day to day sales Revenues
- Daily Review the fund and Deposit in Bank
- Prepare financial statements

### Computer Skills

- Advanced Excel
- Data Analysis
- ERP System
- ICDL

### Personal Skills

- Teamwork
- Adaptability
- Problem-solving
- Leadership
- Work ethic
- Time management

### Training And Courses

- Certified Management Accountant (CMA)- in progress
- Microsoft Dynamic Ax 2012
- Microsoft Dynamic Ax 365
- English Course
- Payroll Udemy
- Bookkeeping
- Accounting Apps
- ICDL

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