

Ahmed Nagaty Muhammed

CONTACT

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WORK EXPERIENCE

Dar Afia Medical Co.

Jul 2017 — Present

Accounting supervisor

Roles & Responsibilities:-

- Preparing financial analyses and reports.
- Maintaining and reconciling balance sheet and general ledger accounts.
- Assisting with annual audit preparations.
- Preparing tax audits and tax returns.
- Performing other accounting duties and supporting junior staff as required or assigned.
- Verify, allocate, post and reconcile accounts payable and receivable.
- Direct internal and external audits to ensure compliance.
- Plan, assign and review staff's work.
- Support month-end and year-end close process.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Liaise with our Financial Manager to improve financial procedures.
- Preparing weekly, monthly Ageing Analysis of Creditors & Creditors.
- Balancing Bank Reconciliations of all Banks .
- Good Knowledge of Online Banking of all K.S.A Banks.
- Preparing AKTVA survey yearly.

Dar Afia Medical Co.

Jun 2013 — Jun 2017

Senior Accountant

Roles & Responsibilities:-

- Preparing weekly , Monthly Ageing Analysis of Creditors .
- Making Payments to Supplier's.
- Maintaining and reconciling balance sheet and general ledger accounts.
- Assisting with annual audit preparations.
- Preparing tax audits and tax returns.
- Balancing Bank Reconciliations of all Banks .
- Managed and prepared journal entries and reconciliations to support monthly general ledger closing activities.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Reviewed and processed client payments, including electronic payments and check deposits.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Utilized accounting software to issue tax returns and prepare consolidated reports.

EDUCATION

Bachelor of Commerce

05/2008 — 05/2012

Faculty of Commerce

QUALIFICATIONS

- SOCPA Certified
- Electronic Accounting from Financial Commercial Studies Center (Beni Suef)

University)

ADDITIONAL INFORMATION

- Nationality : Egyptian
- Gender : Male
- Age : 30
- Marital status : married
- License : Saudi driving license

REFERENCES

References available upon request.