



Islam Abdeltawab Mohamed Abdelbary

Accounts Manager, CMA Candidate

Riyadh, Saudi Arabia | Phone: +966 598181540

Email: Acc.islam1@gmail.com

- A Driven Financial Professional With Strong Experience Offering Over 13+ Years of Experience In Accounting, Financing, Closing, Reporting, Monthly MIS, Variances Analysis, KPIs, Taxes, Cost Control, and Business Performance with Experience in Various Industries Including Real Estate Development, Food and Beverages, Trading, Education Services, Cosmetics, & Advertising.
- In Addition to Managing and Maintaining All Aspects of Accounting in Compliance With GAAP, IFRS, and Saudi Accounting Standards.

Education

Bachelor of Accounting

Faculty of Commerce & Business
Administration, Helwan University
Egypt, Graduation Year: 2008

Experience

Accounts Manager _ Abdullah Al-Othaim Food, Abdullah Al-Othaim Investment Group – KSA, Jan-2022 – Present

- Ensure an Accurate & Timely Monthly, Quarterly, & Year-End Closing & Reporting.
- Prepare Monthly, Quarterly, & Yearly MIS Report.
- Prepare Monthly, Quarterly, & Yearly Financial Statements.
- Analyzing Actual Performance & Comparing to The Budget Weekly & Monthly for Each Branch.
- Prepare The Weekly KPI Report to Group CEO.
- Supervise & Prepare The Budget & Business Plan.
- Supervise on VAT & WHT Tax Report Monthly.
- Provide Necessary Data Required By The Auditors
- Monitoring on Fixed Assets & Inventory.
- Respond to Inquiries From The CFO & Any Oher Duties.
- Provide Training to New & Existing Staff as Needed.
- Working on Microsoft Dynamics ERP & Omega Systems.

Chief Accountant _ Abdullah Al-Othaim Investment Group KSA, Sep-2020 – Dec-2021

- Working on IPO, Risk Assessment & Financial Analysis Report.
- Ensure an Accurate & Timely Monthly, Quarterly, & Year-End Closing & Reporting.
- Prepare Financial Statements.
- Prepare Quarterly & Yearly Financial Statements For The Subsidiaries Companies.
- Provide Necessary Information & Data Required By The Auditors (Internal – External).
- Proper Accounting, Monitoring & Reconciliation for Intercompany Transactions.
- Proper Booking of Provisions, Accruals & Prepaid Expenses.
- Controls on Records Keeping, Proper Filing & Documentation
- Working on Microsoft Dynamics ERP System.

**Chief Accountant _ Abdulrahman Al-Rumaih Ltd:
(Commercial – Real Estate) – KSA, Jul-2015 – Jun-2020**

- Ensure an Accurate & Timely Monthly, Quarterly, & Year-End Closing & Reporting.
- Prepare Financial Statements.
- Supervise on VAT & Zakat Report Quarterly & Yearly.
- Monitoring on Fixed Assets & Inventory.
- Proper Booking of Provisions, Accruals & Prepaid Expenses.
- Responsible for Daily Finance & Accounts Operations.
- Provide Necessary Information & Data to The Auditors

**Accountant _ Sama Cosmetics
Egypt, Jun-2011 – Jan-2012**

- Prepare The Daily Journal Entries.
- Reconcile Accounts Payable Transactions.
- Maintain Accounts Receivable Customer Files & Records.
- Prepare The Monthly Inventory Count.
- Prepare The Prepayments & Accruals Monthly.

Personal Information:

- Nationality: Egyptian
- Birth date: 13/05/1987
- Driver License: Yes

Courses:

- Studying CMA By Egyptian Accountants Association
- Financial Statement Analysis By Udemy Online Courses
- Accounting Diploma By Yat Education Center
- Constructing Accounting
- General Accounts
- MS Office

**Senior Accountant _ Ufuk Group for Education Services
And Trade – Egypt, Oct-2011 – Jun-2015**

- Participate in Preparing Financial Statements.
- Finalize The Financial Statements With The Auditor.
- Supervise on Treasury, AP, & AR Accounts.
- Prepare The Daily Journal Entries & Payment Vouchers.
- Prepare Depreciation List.
- Prepare 41 Model Tax Special Discount & Addendum Monthly
- Prepare The Monthly Bank Reconciliation For All Banks.
- Monitoring on Inventory.

**Accountant _ Touch For Advertising
Egypt, Aug-2009 – May-2011**

- Prepare The Daily Journal Entries.
- Prepare The Monthly Payroll Sheet.
- Receive Cheques & Cash, and Ensure The Deposit in Banks.
- Investigate & Resolve Customer Queries.
- Reconcile Accounts Payable Transactions.

Skills:

- Languages:
 - Arabic: Native
 - English: Very Good
- Computer Skills: Excellent
- Good Experience with MS Office.
- Patient & Attention to Details.
- Self-Motivated
- Team Leader
- Ability to Meet Deadline.
- Confidentiality.