

Curriculum Vitae

Ahmed Sami El Safty

Dammam – Saudi Arabia,

Tel : 0547249632

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Senior Accountant in Specialized energy works contracting company member of Alhajry overseas group.

Career Objective:

To work in a goal driven environment where I get an opportunity to serve the organization to the best of my experience and capability.

Total Strengths:

- ✓ Confident, patient and mentally stable individual who can easily face and overcome professional challenges
- ✓ Detail-oriented, efficient and organized professional with extensive experience in accounting systems
- ✓ Ability to work individually and in a team with equal participation
- ✓ Strong Mathematical and statistical knowledge to ensure error-free calculations
- ✓ Passionate to learn, perform and grow
- ✓ Ability to handle stressful situations and resolve all kinds of issues faced during the course of my job
- ✓ Detailed knowledge about accounting principles, accounting standards, book keeping procedures and office practices

Professional Profile:

Having 12 Years' Experience in Accounting Field

Accountant

ALFATH GROUP FOR CONTRACTING in EGYPT APRIL 2011 to JUL 2013

Responsibilities:

- Compile the monetary transactions of the organization and make entries in general ledger under the relevant account head
- Find out discrepancies in accounting entries and correct them
- Review the accounting reports (accounts receivable / accounts payable / petty cash book) sent by juniors for accuracy and completeness
- Prepare and maintain various supporting documents like bills, receipts, vouchers, invoices, purchase orders and employee attendance records.
- Responsible for Company's Treasury
- Monitor and record the Banking Transactions
- Review Petty Cash
- Review and record customer transactions

Senior Accountant

ALKHOULY COMPANY FOR CONTRACTING in EGYPT

-Damanhur Egypt

JAN 2014 to JUL 2016

Responsibilities:

- Maintain a record of monthly, quarterly, half quarterly and yearly audited accounting statements and balance sheets for the organization and forward the same to the team head.
- Analyze the accounting details of different professional clients.

- Keep a record of the monthly earnings based on the plan for the professional client and deliver the earnings after the lapse of time period.
- Report unaccounted transactions of the professional client to the management team and implement the action proposed against the client concerned
- Support the quarterly and Annual audit including identification and correction of over twenty major accounting errors to develop the Final Certification Report
- Developed several Excel spreadsheets currently in use for reducing entry time and automatically cross-referencing for errors
- Performed accounts payable functions for construction expenses
- Managed vendor accounts, generating weekly on demand checks
- Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable
- Ensure compliance with accounting deadlines
- Prepare company accounts and tax returns for audit
- Coordinate with monthly payroll functions for 3000+ employees
- Ensure the Final Settlement of Workers as per the Labour Law
- Calculate, Settle and Maintain the Medical Insurance and GOSI records of the Employees.
- Admin and maintain the online banking transactions of various banks for Payroll.
- Supervise and guide the work of juniors in preparing various financial statements like ledger books, profit and loss accounts and balance sheets
- Train new joiners on various accounting principles and procedures and book keeping techniques
- Acted as a Chief Accountant during his vacation.

Senior Accountant
Specialized energy works contracting company member of Alhajry overseas group.

Dammam – Saudi Arabia

From 08/02/2017 – till now

Responsibilities:

- Managed vendor accounts, generating on demand checks
- Coordinate with monthly payroll functions for employees888
- Calculate, Settle and Maintain the Medical Insurance and GOSI records of the Employees
- Ensure the Final Settlement of Workers as per the Labour Law
- Prepare Financial Reports Require by Management
- Develop financial and accounting policies and plans for the company according to the regulations approved by the high management.
- Auditing the financial statements submitted by department managers.
- Monitoring and supervising activities related to banking operations, such as deposits, opening documentary credits and bank facilities, monitoring remittances, and ensuring applying collection procedures.
- Preparing the annual budget, final accounts, periodic audit balances, and assets reports, profits and losses
- Presenting various financial reports to senior management for the purposes of performance evaluation and improvement
- Reviewing bank account statements monthly and taking the necessary measures for the differences, if any
- Reviewing supplier account statements monthly and making payment lists accordingly

- Raise the tax to the Department of Zakat on a monthly basis and coordinate with the Department of Zakat and Income in case there are inquiries
- Preparing an annual performance evaluation for the department employees with the necessary recommendations

Educational Qualifications

Bachelor's Degree in Commerce - 2010

University of Alexandria – Arab Republic of Egypt.

Other Qualifications

Holding Driving License - Saudi Arabia

Computer Skills

ERP Software's – Business Key, Advac, Axapta, Microsoft dynamics AX

Microsoft Word, Excel, Outlook

Microsoft Windows 10

Personal Profile

Name : AHMED SAMY ELSAFTY
Date of Birth : MAY 10, 1988
Gender : Male
Marital Status : Married
Nationality : Egyptian
Email : Ahmedelsafty1988@gmail.com
Contact # : 0547249632

Current Employment Status

Position : Senior Accountant
Employment Type : Permanent