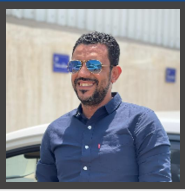


# SAYED MOAWAD

Accounting Manger



📍 egyptain

📞 00966544021121

🎂 20-06-1986

🏠 Riyadh, KSA

✉ sayedmo3@gmail.com

♂ male

## PROFILE

A highly organized and hard-working individual looking for a challenging role in a reputable organization to utilize my technical, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector

## EDUCATION

2003 → 2009 **Helwan Egypt University**  
Bachelor's degree in Accounting

2012 → 2013 **Hpa**  
Accounting deploma

## WORK EXPERIENCE

2021 → present **Nobles Exa and Decor**  
Accounting manger

Implementation of the financial and accounting procedures approved by the senior management.

- Monitoring the documents issued and incoming to the accounting department, and ensure that they are correct and that they contain the necessary signatures.

- . ▪ Preparing monthly settlements.

- Supervising the registration and deportation of the book entries.

- Participation in the periodic and annual inventory process of materials and fixed assets and matching them with their accounts

- . ▪ Supervising the preparation of monthly settlement statements for banks, showing the differences (if any), informing the financial manager for review, and preparing the necessary settlement entries.

- Supervising the preparation of audit balances and periodic financial reports, studying and analyzing them, then submitting them to the financial manager for approval and presentation to the senior management. ▪ Supervising the recording of operations in accounts payable accounts and issuing their payment orders at the specified times.

- Supervising the preparation of employee payroll and wage schedules and ensuring the correctness of the preparation of these schedules

- . ▪ Preparing settlement entries at the end of the financial period based on the instructions of the financial manager.

- Preparing audit balances for detailed accounts and general accounts at the end of each month and ensuring the correctness of the balances in each of them.

- . ▪ Preparing financial reports at the end of each period.

Providing all the information and clarifications required for the work of other sections in the association and the work of the external auditors and to facilitate their mission

- . ▪ Preparing the final accounts at the end of the fiscal year.

- Preparing official statements on time for submission to official departments

08-2013 → 12-2020

Abd ulkarim al huraish trading corporation sauid arabia

Accounting Manager

Implementation of the financial and accounting procedures approved by the senior management.

- Monitoring the documents issued and incoming to the accounting department, and ensure that they are correct and that they contain the necessary signatures.
  - . ▪ Preparing monthly settlements.
  - Supervising the registration and deportation of the book entries.
  - Participation in the periodic and annual inventory process of materials and fixed assets and matching them with their accounts
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  - Supervising the preparation of employee payroll and wage schedules and ensuring the correctness of the preparation of these schedules
  - . ▪ Preparing settlement entries at the end of the financial period based on the instructions of the financial manager.
  - Preparing audit balances for detailed accounts and general accounts at the end of each month and ensuring the correctness of the balances in each of them.
  - . ▪ Preparing financial reports at the end of each period.
- Providing all the information and clarifications required for the work of other sections in the association and the work of the external auditors and to facilitate their mission
- . ▪ Preparing the final accounts at the end of the fiscal year.
  - Preparing official statements on time for submission to official departments

01-2009 → 02-2013

TNN Tawakol

Accountant

purchases and stock control Accountant

## PERSONAL SKILLS

- ✓ Able to work on my initiative or as part of a team
- ✓ Analysis and Decision-Making skills
- ✓ Managing tasks and problem-solving skills
- ✓ Detail oriented, strong organization and a high degree of accuracy
- ✓ Networking, negotiating, and problem-solving skills
- ✓ Excellent conceptual and analytical skills

## SOFTWARESKILLS

Microsoft excel

Microsoft Power Point

Microsoft Word

## LANGUAGES

English

Arabic

## HOBBIES

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Basketball



Reading



Swimming

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## TRAINING COURSES

- Hpa diploma
- Microsoft office
- finish studing CMA

# Certificate of Achievement

## شهادة حضور دورة

Managerial and Financial Training Center hereby testify

**That Mr \ SAYED MOAWAD SAYED MOHAMED**

Nationality \ Egyptian

Iqama No. \ 2497160172

Has Attended the Preparation Course for

**Certified Management Accountant Part 1**

Training hours: 60 hours in 24 days

started in 22-02-2022

Approved by The Technical and Vocational

Training Corporation (246797578)

تشهد إدارة المركز الإداري والمالي للتدريب بأن

**السيد / سيد معوض سيد محمد**

الجنسية / مصري

بموجب إقامة رقم / 2497160172

قد حضر الدورة التأهيلية لشهادة

**المحاسب الإداري المعتمد الجزء الأول**

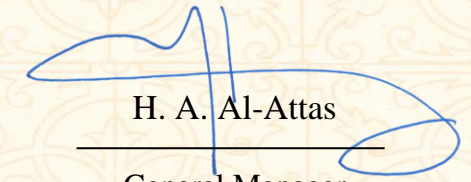
عدد الساعات التدريبية 60 ساعة وعدد الأيام 24 يوم تدريبي

والمنعقدة في تاريخ 12/07/1443

والمعتمدة من المؤسسة العامة للتدريب التقني والمهني

برقم (246797578)



  
H. A. Al-Attas  
General Manager



Highly Professional Advisors®

*This is to Certify That*

**Mr. Sayed Moawad Sayed Mohamed**

has attended and completed

**Advanced Computerized Accounting Diploma**

MOS: Excel 2010(Accounting Excel), Peachtree and ERP(Dynamics AX 2009)

during the period from **23<sup>rd</sup> Dec 2012** to **20<sup>th</sup> Feb 2013**

for the duration of **60** hours .

Accredited by

*Haitham Sayed Hassan, MCT*  
Microsoft Learning Consultant

*Sameh Nasr*  
Training Manager

*Hassan Ibrahim*  
General Manager



**Microsoft Partner**

Certificate No. : **Ind A.2085**  
Issue Date : **5/3/2013**