

MAHMOUD MOHAMED SIAD

0590677846 | Riyadh -KSA

abo.moaaz78@yahoo.com

[/https://www.linkedin.com/in/mahmoud-siad-ahmed-22043b63](https://www.linkedin.com/in/mahmoud-siad-ahmed-22043b63)



CAREER OBJECTIVE:

Professional experience of more than 20 years in the fields of accounts, finance and financial forecasting, with excellent skills in Bank Reconciliation, Risk Management, and Financial Statements, and a professional user of ERP Systems, Bookkeeping Software, seeking Accounting or Finance Manager position to apply my experience and skills to improve profitability and market analysis for business opportunities.

KEY SKILLS:

- Financial Statements.
- Financial Accounting.
- General Ledger.
- Financial Models.
- Balance Sheet.
- Team Management
- Bank Reconciliation
- Financial Reporting
- Financial Management
- Risk Management

WORK EXPERIENCE:

AL ENJAZ For Trading & Contracting Company, Riyadh.

(May2018-Present)

Deputy Finance Manager- (Infrastructure Construction-Real State-Trading).

- Manage day-to-day finance and accounts operations, including monitoring and recording financial transactions, and preparing / reviewing/posting vouchers and journal entries.
- Develop and maintenance of the chart of accounts within the ERP systems in use, and related accounting procedures and controls, amongst users.
- Approve employees records (i.e., leave days, advances, EOS workings) , review monthly payroll sheets, and finally approve transfers.
- Ensure VAT records are prepared in time, ensure proper filing of VAT returns, following procedures specified in VAT legislation .
- Maintain General and Subsidiary ledgers, including accounts receivable and payable, revenue streams, inventory and cost, property, operating expenses, prepayments and accruals etc.
- Define profitability targets and other major financial targets among all departments to meet the objectives required for company needs.
- Assists in external auditing activities by providing necessary information and preparing requested documentations and schedules, as requested by auditors.
- Reviewing the preparation of bank requirements (financial undertakings), and managing bank facilities and related cashflows information file for submission to the bank.
- Ensures accuracy of financial statements and internal reports, and coordinates budget control activities to maintain the company budget and its utilization.

AL WESSAM Company, Riyadh. (Construction, Real Estate Investment and Trading).

(Apr2016-May2018)

Accounts Manager – (Construction-Real State-Trading).

- Reviewed, examined, or analyzed accounting records, prepared financial statements or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Examined & approved payment vouchers & journal entries from our accountants.
- Oversee and managed the general accounting functions, including, but not limited to: accounts payable, accounts receivable, General ledger, and taxes

- Analyzed business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or provided advice.
- Assessed current practices and procedures, and made recommendations for improvements
- Monitored the Preparing forms and manuals for accounting and bookkeeping personnel, and directed their work activities.
- Implemented, modified, and documented record keeping and accounting systems, made current computer technology.
- Kept accurate records about inventory and account notes.
- Prepares financial statements and other reports to summarize and interpret current and projected company financial position.

SAFARI Company, Riyadh.

(May2010-Mar2016)

Chief Accountant – (Construction- Maintenance-Trading).

- Performed general reconciliation of all accounting transactions; reviewed cash receipts vouchers and other journal entries.
- Evaluated computerized accounting systems and provided recommendations to the IT team for performance improvements.
- Assisted in budget preparation and expense management activities for assigned accounts.
- Audited in activities by providing necessary information and preparing requested documentations.
- Controlled accounts payable, general ledger, and monthly close procedures for my projects and supervised the accountant's projects.
- Ensured accurate and timely monthly and year-end close.
- Generates and provides accurate and timely results in the form of reports, presentations, etc.
- Maintain a record of bad debts and expenses and write-off of bad debts in accordance with accounting standards and the company's policies and procedures. Ensure an accurate and timely monthly and year end close.
- Performs general reconciliation of all accounting transactions; review cash receipts vouchers and other journal entries.

BALSHARF Commercial, Riyadh.

(Jan2009-Jan2010)

Senior Accountant –(Retail -Trading).

- Created and analyzed liability, asset, and capital accounts by compiling electronic data and required documentation.
- Summarized and prepared financial status and transactions reports, including a profit and loss statement, and other necessary reports.
- Focused on tax compliance, state business registration, contract review, and non-profit tax filing.
- Provided support in the development of all necessary financial controls and in carrying out.

FORSSAN Est, Egypt.

(May2005-Dec2008)

Accounts Payable Accountant (Retail -Trading).

- Calculated, post business transactions, processed invoices, verified financial data for use in maintaining accounts payable records, and provided other clerical support necessary to pay the obligations of the organization.
- Secured financial information by completing data-based backups.
- Checked vendor files for any previous payments and assign voucher numbers
- Reconciled financial discrepancies by collecting and analyzing accounts.

ARAB Company for food, Egypt.

(Jan2001-Jun2003)

Internal Auditor – (Restraint – Manufacturing – Trading).

- Identified and reduced all business and financial risks through effective implementation and monitoring of controls.
- Worked Sales for three branches of the company and to do monthly and annual.
- Inventoried of the branches, warehouse, and factory of Company-Arab Company for food (Gropi) in Cairo.
- Conducted ad hoc investigations into identified or reported risks.
- Finalized the allocation made by Audit with Supervision given by the Internal Audit Supervisor.
- Directed Auditors in the conduct of audit fieldwork to ensure the audit programs are conducted in line with Audit plans.

EDUCATION:

Zagazig University, Egypt,2000.

- Bachelor of Degree Commerce.
- **Major: Accounting.**

SKILLS:

Language skills:

- **Arabic:** Mother Tongue.
- **English:** Very Good.

Technical skills:

- Professional User of **Microsoft Office.**
 - Odoe ERB
 - Bookkeeping Software.
 - Peachtree
 - ERP Systems. (Quick Box & Scribes & Smacc & Infinity & Babel & Microsoft Dynamics A.X 2009 and A.X 2012).
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