### **Muhammed Alsayed Muhammed Hussein**



+966-55-2357247

<u>muh.say91.ms@gmail.com</u> Alkhobar , Kingdom of Saudi Arabia



# Profile Summary

Bachelor degree in Accounting with eight years of experience in accounting, working as senior accountant in one of the most biggest companies in KSA (alkhaldi holding) my currant company, and another biggest companies in KSA (alfozan group), and using my managerial skills that acquired by managing the teamwork. managing the accounts payables, managing the accounts receivable with monthly report about status for aging with sales, preparing VAT declaration, controlling the releasing of the payments, controlling the cash flows, inventory controller, GL senior, following up the fixed assets, sales coordination, and petty cash & treasury audit. Good user for ERP systems, passionate for technology, financial modeling, Planning, & advanced data analytics. Possess a high level of analytical skills & providing amazing solutions for financial planning & analysis using Excel Power Tools, dashboards & Microsoft Power BI for data analytics & visualization. Have personal skills like (teamwork – presentation – multitask – work load - working with multi-cultural)

# Experience

• Senior accountant

### Alkhaldi holding

Oct-2021: present

- Responsible about prepaid expense & prepaid revenue with breakdown for every prepaid account
- Bank reconciliation with controlling on cash flow ( bank & cash coming from brunches & POS )
- Audit monthly , salary (accrual salary ), gosi , project under construction
- Responsible loans and petty cash
- Responsible the integration between HR department and the finance with ERP system .
- Following the fixed assets with coding for new assets and preparing the depreciation & amortization
- Audit on the expenses and sales invoices
- Stock controller for movement between branches, stock adjustment, with monthly audit for supplier statement
- Preparing the provisions (vacation provision ticket provision end of service)
- Monthly report regarding the aging , payments , sales
- Monthly comparing P&L statement with analysis for the variance
- Preparing VAT declaration (monthly)
- Preparing the monthly budget , with analysis for the variance

#### • Accountant

Alfozan Co. Group.

- -Prepare the journal entries
- Auditing customer accounts , petty cash and cash box
- Audit the compliance of the sales to the contracted conditions.
- Following the slow moving item with the reasons slow motion .
- Monitoring and control of storekeepers for warehouse.
- Follow up the receivable aging report on daily basis to classify the over limit and the overdue customers.
- Supporting Sales department and assistance to the implementation of the sales operation.
- Supervisor Accountant Multi Solution Hub Est.
  - Prepared financial statement (gain and loss income statement balance sheet).
  - Prepared Zakat and tax declaration complying to the rules and regulations.
  - Recorded all sales and purchases and auditing bank reconciliations and bank commissions.
  - Handled the journal entries, bookkeeping, posting, preparing monthly trial balance.
  - Follow all related accounts leading to monitoring and internal control for cash and stores.
  - Recorded the new assets and determining its category, and prepare the depreciation expense for the assets
  - Familiar with smack ERP system. -

#### Coordinator Multi Solution Hub Est. April-2016: Dec-2016

- Coordinate vendor items supply according to customer delivery requirements.
- Monitoring inbound overseas shipments (status tracking) and preparation of necessary clearance, duty and tax payments.

- Controller all documentation and procedure including terms of sale and , contract and letter of credit with clients.

#### Project Accountant Kanz Group For General Contracting. Sep-2015: May-2016

- Responsible for all account payable and account receivable .
- Designed chart of account for the company for the use in the accounting program. -
- Bank reconciliation and prepare salary, wages and over time .
- Monthly reporting for all expenses for the projects, and gain and loss report for each project
- Familiar with Sijil ERP system.

#### Accountant

### Food Materials Company.

Jun-2014 :

- Responsible for all account payable and suppliers' payments
- Daily report for the sales, cash box for each branch and any financial deficit in the
- treasury.

#### Jan-2017: May-2017



Bachelor Degree in Accounting 2013 – Kafr el-sheikh University, Egypt

## **Training Courses**

- Attended the certified training program for PWC Audit simulation (May2013).
- Passed upper intermediate elevelin English as Amideast and Egyptian American center assessing.
- social contract center course in human resources (Communication Skills-presentation-negotiation-Teamwork- Leadership).

## Language & Computer Skills

Arabic	Native Speaker
English	Fluent
Microsoft Excel	Advanced
Microsoft Office	Good

# **Personal Information**

Birthdate	30-july-1991
Birthplace	Saudi Arabia
Nationality	Egyptian
Driving License	Egypt, Saudi Arabia
Marital Status	Married