

# Moustafa Abdelfattah

Chief accountant



✉ abufathy5001@gmail.com

☎ 0539251249

📍 Riyadh

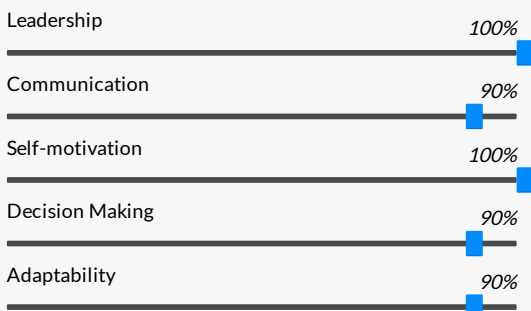
🌐 Egyptian

📅 13/03/1985

👤 Married

🌐 <https://www.linkedin.com/in/moustafa-abdelfattah-a25364183>

## PERSONAL SKILLS



## LANGUAGES

English ★★★★★  
arabic ★★★★★

## MOST PROUD OF

🏆 **Physical Organization**  
Creative Thinking, Effectiveness, Productivity

📊 **Planning**  
Analyzing Issues, Decision Making, Project Management, Strategic Planning

👥 **Team Work**



## SUMMARY

Experienced Office Head with Demonstrated history In Support services for the energy and oil , contracting field , Retail Skilled in Financial statement, Monthly Cash Flow, Budgeting, Business Planning, Operations Management, . Strong finance professional can fully manage the accounts department, manage the relationships between the accounts department, and train accountants



## WORK EXPERIENCE

### Chief accountant

Half million

📅 Sep 2021 - Present -

📍 Saudi Arabia , Riyadh

- Responsible for day to day finance and accounts operations AR, AP, GL, forecasting, budgeting
- Perform full set of accounts and ensure timely closing of accounts.
- Perform project cost forecasts/budgets, cost tracking, monitoring and controls.
- Responsible for timely monthly consolidated financial statements, payments, cash-flow
- Review & approve payment vouchers & journal entries
- Perform cash flow forecasting, budgeting and working closely with the operations and project
- Issue project cost reports for review and approval.
- Develop and maintain internal control and effective accounting system and policies for the set up.
- Support CFO in ensuring that intercompany cost allocations are in line with management
- Establish and maintain systems for cost-sensitivity analysis and early-warning of cost-overruns

Achievements: During the last period in Half a Million Beverage Company, I formed a strong accounts team capable of managing the financial process , developed the documentary cycle , activation of financial control, and Shifting to an ERP system capable of interacting with the growth of the company', Preparing the financial statements for the year 2021, within five months only from the beginning of the work in the company and the closing of the financial statements for the first quarter and their presentation to the Board of Directors and approval

### Chief accountant

Alotaishan schmidt Logistics.co.ltd

📅 Feb 2018 - Aug 2018

📍 Saudi Arabia , Damam

Developed departmental budget for cost reduction and efficiency  
Balanced and prepared monthly and yearly financial reports  
Assisted auditors with audits of financial records  
Performed reconciliation of general ledger and accounting transaction reports for accuracy  
Supervised 15 departmental staff and conducted yearly employee performance evaluations

Achievements: One of the first employees in the company since its inception and built an accounting system capable of managing the company's financial process, closing the financial statements for 3 consecutive years with one of the Big four auditing offices. The company became one of the competing companies with Aramco and SABIC in the field of logistics and factory maintenance, and it has projects with multi Millions, contributing to the transition to an ERP system

### General accounting supervisor

Abdulrahman Al otaishan Group & Sons Co. Ltd

📅 Jun 2016 - Jan 2018

📍 Saudi Arabia , Damam

Assisting staff members in the preparation of monthly and quarterly accounting reports.

Collaboration, Delegation, Goal Setting, Group Leadership



## AREAS OF EXPERTISE



## HOBBIES



traveling



Reading

- Analyzing financial statements to ensure accuracy and compliance with generally accepted accounting practices.
- Identifying potential cash flow problems and financial irregularities.
- Liaising with department heads to ensure that each department remains within budget.
- Accurately preparing tax returns and ensuring that company taxes are paid in a timely manner.
- Performing reconciliations of general ledger accounts.
- Supervising and providing overall guidance to account clerks as well as a junior accounting staff.
- Providing regular updates to management regarding company finances.
- Ensuring that the company maintains compliance with accounting legislation.



## EDUCATION

accounts

Sep 2002 - May 2006

Ain shams university

Egypt,cairo



## COURSES

Professional Accountant & IFRS Certificate

Feb 2012

Canadian Academy

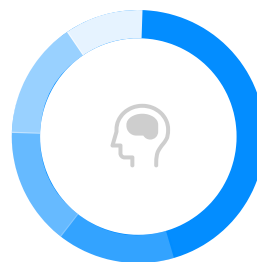
IFRS diploma

Baker tely

loading



## MY TIME



Working (45%)

Family (15%)

Co-ordination (15%)

Entertainment (15%)

Relaxing (10%)