

# Ahmed Samir

## Chief Accounting Officer



### CONTACT

Riyadh , KSA

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### Personal Information

Date of Birth: 15-5-1991.

Nationality: Egyptian.

Marital Status: Married.

Driving License: Valid License

### Languages



Arabic



English

### software knowledge

Dafaer ERP

ERP NEXT

Odo ERP

ZOH0

PIPE DRIVE

MS OFFICE



### About me

Motivated and highly professional Chief Accounting Officer with more than 9 years of experience. A conscientious and hardworking team leader seeking to leverage my skills in my career.



### Experience

#### Head Of Business Solutions Business Clouds | May 2021 – Present Riyadh, Saudi Arabia



- Leading and supervising Business Solutions team..
- providing the demos for the potential customers.
- . Gathering the business requirements from the enterprise customers for (financial – stock – purchases – CRM – Sales – HR – production – projects – property management) departments.
- Make gab analysis between the system and the business requirements.
- Providing financial and administrative consultations to current and potential customers that contribute to the development and growth of business.
- Providing the suitable solution for financial , stock , purchases ,sales , HR , manufacturing, projects departments through the standard features or work around or customization.
- Assist the product management team in analyzing the new features.
- Providing the reports for business solutions team performance (leads - demo's - Efficiency - Productivity - closing).

## Industry knowledge

Financial Accounting	★★★★★
Management Accounting	★★★★★
Budgeting	★★★★☆
Human Resources	★★★★☆
ERP Systems	★★★★☆
Financial Analyses	★★★★☆
Financial Reporting	★★★★★
Financial Planning	★★★☆☆
Cost Accounting	★★★★☆
Financial Performance	★★★★☆
Forecasting	★★★★☆
Financial Statement	★★★★★

## SKILLS & COMPETENCIES

Reporting	★★★★☆
Leadership	★★★★☆
Presentation	★★★★☆
Communication	★★★★☆
Teamwork	★★★★★
Self-Motivation	★★★★★
Management	★★★★☆

### Business Solutions Consultant

Business Clouds | JUN 2019 – Apr 2021

Riyadh, Saudi Arabia



- Receiving the opportunity form account manager or sales executive.
- providing the demos with standard features for the potential customers.
- Gathering the business requirements from potential customers for (financial – stock – purchases – CRM – Sales – HR – production – projects – property management) departments.
- Make gab analysis between the system and the business requirements.
- Providing financial and administrative consultations to current and potential customers that contribute to the development and growth of business.
- Providing the suitable solution for financial , stock , purchases ,sales , HR , manufacturing, projects departments through the standard features or work around or customization.
- Making the technical proposal and deliver it to account manager or sales executive.

### ERP Implementation Consultant

Business clouds | NOV 2017 – May 2019

Riyadh, Saudi Arabia



- Study the technical and financial proposal & Scope of work the road map for the project.
- Study Private and Government Sector customer's requirements and documentary cycle related to Finance & Accounting , Stock , purchases , sale & (CRM) , Production , HR , projects ,support & ticketing (CRM Back) , property management, Budgeting, Administrative Communications ) (departments.
- Providing the consultation for the best practices in documentary cycle for all departments.
- Implementation for ( actual data-work flows- authority matrix-customization).
- training the users regarding the job role.

## Courses

- Advanced English Phonetics and Conversation, Jun 2015.
- Commercial Excel, Apr 2013.

## References

- Available upon request.

## Honors & awards

- Certificate of Exceptional Performance
- Issued by Business Clouds - Mar 2022.



## Education

□ **BACHELOR'S degree | 2012**  
**DAMANHOUR UNIVERSITY**  
**- Accounting.**

□ **Secondary | 2008**  
**Rashid High School**

### **Chief Accounting Officer**

**Business Code Trading Est | Nov 2016– Oct 2017**

**Riyadh, Saudi Arabia**



- Leading and supervising Financial & Accounting team.
- Oversee daily transactions, including accounts payable/receivable, general ledger and bank reconciliations.
- Participate in regular tax audits and payroll.
- Prepare budgeting reports and forecast revenues.
- Manage month-end and year-end closing.
- Monitor the daily performance of the accounting department.
- Organize financial data into useable information and maintain updated records.
- Track the progress of financial and accounting objectives.
- Establish accounting policies and procedures, aligned with company's targets.
- Budgeting & Forecasting.
- Financial Analyses.
- Financial Reports & Financial Statement.

### **Senior Accountant**

**Business Code Trading Est | Nov2015–Oct 2016**

**Riyadh, Saudi Arabia**



- Coordinating accounting functions and programs.
- Assisting with Preparing revenue projections and forecasting expenditure.
- Assisting with preparing and monitoring budgets.
- Maintaining and reconciling balance sheet and general ledger accounts.
- Assisting with annual audit preparations.
- Preparing tax returns and reports.
- Contributing to the development of new or amended accounting systems, programs, and procedures.
- Performing other accounting duties and supporting junior staff as required or assigned.

**Financial Accountant**  
**Alashanek ya balady Association for Sustainable**  
**Development | Sep 2013 - Sep 2014**  
**Kafr-Elsheikh, Egypt**

جمعية عشانك يا بلدي  
للتنمية المستدامة



- Gather and monitor financial data (e.g., sales revenues and liabilities)
- Prepare monthly, quarterly and annual statements (balance sheets and income statements)
- Forecast costs and revenues
- Manage tax payments
- Organize internal audits
- Prepare budgets (for the entire company and by department)
- Monitor and report on accounting discrepancies
- Analyze financial trends
- Perform month-end and year-end close processes

**General Accountant**  
**NOQTA | Sep 2012 – Aug 2013**  
**Kafr-Elsheikh, Egypt**

- Maintaining accurate and complete records, including ledgers, journals, invoices, receipts, and information related to supplies and inventory.
- Assisting the accounting department in daily, monthly, and annual activities, including generating financial reports, developing budgets, preparing taxes, and assisting with audits and resolving discrepancies.
- Speaking with vendors and suppliers to ensure charges are accurate and that payments are received in a timely manner.
- Communicating with clients to discuss account statuses, charges, or discrepancies.