

MOHAMED ANWAR MOHAMED MOHAMED



Contact

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Languages

ENGLISH

ARABIC

SUMMARY

11 YEARS OF EXPERIENCE AS AN ACCOUNT MANAGER. LOOKING TO OBTAIN A POSITION WHICH ENABLES ME TO FURTHER ENHANCE MY SKILLS IN FINANCIAL MANAGEMENT.

WORK EXPERIENCE

Atia AL Zahrani Military Clothing

- JAN 2019 –NOW

Financial Manager

- Recording the accounting entries on the SMACC program.
- Preparing financial statements.
- Follow up on banking agreements and facilities.
- Preparing zakat and tax returns.
- Preparing purchase orders and communicating with suppliers from abroad.
- Financial planning of the cash flows of companies and choose the most appropriate financial instruments available.
- Preparing the rules of financial control of cash, banks and fixed assets of companies.

Ewan Jeddah contracting Company

- July 2015 —Dec 2018

Director of Finance

- Carrying out all financial accounting works, all the steps of the documentary cycle according to the different systems of companies.
- Carrying out all the annual inventory works of assets, liabilities, expenses and
- Financial planning of the cash flows of companies and choose the most
- Appropriate financial instruments available.
- Preparing the rules of financial control of cash, banks and fixed assets of companies.
- The number of accounting entries in the books and financial records and supervision of the work team.
- Preparing and auditing the accounts of Zakat and Income Department according to the approved regulations.
- Financial control of branches, warehouses, customers, suppliers and all accounts of relative importance.
- Preparing and reviewing financial statements, financial centers of companies and final financial report.

Personal qualities and skills

- Analytical capabilities.
- High mathematical and technical skills.
- Prepare reports in a professional way.
- Leadership skills and motivating others.
- Having the necessary technological capabilities to spreadsheets.
- The ability to negotiate.
- Accuracy and attention to detail

Ewan Jeddah contracting Company

July 2012 — July 2015

Director of Accounts and Collections

- The use of computers and accounting programs, preparing financial reports.
- Liquidation of custody and follow-up of customers and auditing bank accounts.
- Dealing with bank accounts online, opening banking facilities guarantees and documentary credits.
- Follow-up collection.
- Analyzing accounting data and preparing financial reports.
- Closing accounts every month and every year end.
- Create and maintain financial files and records.

Ewan Jeddah contracting Company

May 2010 — July 2012

Accountant

- Record journal entries to program INFO SAS.
- Make project reports on spread sheets.
- Preparing financial statements.
- Work on the Abstract system for the Municipality of Jeddah.
- Managing and supervising the daily operations and tasks that take place within the company's accounting department.

Basem Hussein Momana For tanning leather

June 2009 — May 2010

Accountant

- Record journal entries and sales invoices to program ALASHAL for accounting & inventory
- Make reports on spread sheets
- Calculating the cash revenues that the company collects.
- Preparing and reviewing payment and receipt vouchers.

Hedrumika Company for spare parts and heavy equipment

Dec 2008 — May 2009

Accountant

- Calculate the cash revenue that the company collects.
- Supervising the payment of salaries and all payments and expenses.
- Create and maintain files and financial records to document all transactions and movements that have taken place.

Education

- Graduated from: - Mansoura University, Faculty of Commerce & Division of Accounting.
- Graduated Degree: B.Sc. Of Commerce & Accounting Department.
- Graduated Year: May 2008.

Certifications

Accounting Diploma

Scientific center for training of accountants and computer science
- Dec 2010 — Jan 2011

- book keeping
- peach tree
- Asseal

Prepare the feasibility study for projects of economic

- 10 Apr 2007 — 12 Apr 2007

Center of Finance and Banking Studies, Faculty of Commerce.

English commercial course levels 1&2

-26 July 2006 — 2 Sep 2006

Management training & consulting center

English advanced business course

- 11 Nov 2008 — 30 Dec 2008

Management training & consulting center

Marketing skills and to prepare sales representative

- 1 Nov 2008 — 4 Nov 2008

Management training & consulting center

Social security system and its executive regulations

- 21 Aug 2016 — 25 Aug 2016

General Organization for Social Insurance

Project management

-14 Mar 2017 — 15 Mar 2017

Dallah Academy

Customs procedures

-24 October 2018

Saudi Exports

Contracting Accounting

-30 Hours

Agial Academy

Membership

- Saudi Organization for Certified Public Accountants.
- Syndicate of commercial professional.

Software skills

Microsoft office:

(Excel - word - access
power point - outlook)

Accounting software:

- info Sas.
- Smac.
- onyx pro.
- Asseal.
- peach tree.
- al Ashel for accounting inventory.