

# MOHAMED ABDUL-SAMIE

CMA in process ...



## PROFILE

Experience in management, financial and accounting operations including maintenance of accounts books, audits with established record of expertise in financial modeling, budgets, cash forecasts, financial analysis, due diligence and business valuations.

Chief accountant and finance manager assistant built my solid experience in different modules of accounting & finance over 13 years after graduation, 2 of them in Egypt then traveled to Saudi Arabia. lead now a team of accountants as a chief accountant in different companies in Saudi Arabia . currently, self studying CMA certificate to improve my career.

## CONTACT



0539330245



[m.abdulsamie@gmail.com](mailto:m.abdulsamie@gmail.com)



Saudi Arabia

## PERSONAL INFORMATION

Nationality: Egyptian  
D.O.B: March 10, 1986  
Marital Status: Married  
Iqama: Transferable

## SPOKEN LANGUAGES

Arabic : Fluent / English : Expert

## EDUCATION

Alexandria University - Egypt 2007  
Bachelor's Degree of Commerce (Accounting Dept. & Grade : Good)

## WORK EXPERIENCE

ALSHALAWI INT'L LOGISTICS CO. May 2019 till Present  
Head of Accounting Section

- Preparation of Financial Statements (Monthly/Quarterly / Annually) by ( department/region)
- Review and Analyze the Financial Statements
- Preparing and Present Board & Top management requirements
- Preparation of Annual Budgets and Cash flow forecast
- Controlling the budget through daily operations
- Preparing Budget vs Actual results performance on monthly basis
- Financial modeling
- Assist in Developing the ERP system financially and other business modules
- Vendors & Customers Relationship Management
- Liaising with Auditors and consultants and bankers

ARABTEC CONSTRUCTION LLC October 2010 – March 2019  
Chief Accountant

- Reviewing the accuracy and posting all kinds of vouchers through the several modules AR, AP, FA, CM and GL via ERP system.
- Reconcile the sub-ledgers with the General Ledger for all key accounts in order to get proper trial balance.
- Ensure financial records are maintained in compliance with company's policies and procedures.
- Do the closing process for all accounts.
- Manage the year closing tasks .
- Meet internal & external auditors' requirements by providing the required information, documents and reports.
- Support the line manager for filling the monthly reporting package.
- Generate government declarations such VAT, WHT, IKTEVA.
- Manage a team of 4 accountants.

## Senior Accountant

- Generate bank facilities including L/Cs & L/Gs & Loans & Refinance Loans and all finance & non-accounting issues.
- Verify and recording the commercial invoices and follow the release of it on due date.
- Cooperate and deal with banks relationship managers & employees for any financial issues.
- Monitor cash balances and prepare cash position on daily basis.
- Generate and analyze periodical expenses & revenues reports.
- Preparing aging reports for cash management.
- Conduct all types of reconciliation with banks, local & foreign suppliers, subcontractors, customers, subsidiaries and all related parties.
- Update the fixed assets register with fixed assets additions, retirements, amendments, and transfers based on supporting documents
- Prepare monthly accruals, prepaid expenses, provisions, amortization and depreciation.

## SKILLS

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- Financial Modeling
- Management Accounting
- Strong Leadership Capabilities
- High Analytical, Forecasting and creativity capabilities
- Teamwork Main Player
- Ability to work under pressure
- High communication & Negotiation Skills
- Computing & Microsoft Office
- ERP systems ( Oracle, Visual Soft , E-Promise )

## CERTIFICATES

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- **CERTIFICATE OF ATTENDANCE** certified from Professional Engineers Center for CMA course.
- **CERTIFICATE OF ATTENDANCE** certified from E&Y Audit firm for VAT course.
- **CERTIFICATE OF COMPLETION** certified from Microsoft and New Horizons.
- Certificate **ICDL** certified from UNISCO Organization and Alex University.
- Certificate **PREPARING FINANCIAL STATEMENT** certified from Egyptian Society for Chartered Accountants.
- Certificate **FUNDAMENTAL & TECHNICAL ANALYSIS** certified from Cairo & Alex Stock Exchange.
- **CERTIFICATE INVESTEMENT PRINCEPES CERTIFIED FROM CAIRO & ALEX STOCK EXCHANGE.**

## REFERENCES

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- Mr. Abdel Hakim Alsrawy  
Group Finance Manager  
+966509647008
- Mr. Mohamed Mostafa  
Finance Manager  
+966598533194

## ZIYAD ABULHAMAYEL Est. Accountant

November 2009 - September 2010

- Follow up the payments to vendors, and collection from customers are properly and done on time.
- Generate all employee dues including salaries, wages, allowances, additions, deductions, settlement, loans and accruals.

## Certified Public Accountants Office Fresh Accountant

January 2008 - April 2009

- Obtain all invoices from receiving clerk, ensuring all prices and quantities agree with purchase order amount.
- Recording and processing all due payments.
- Book keeping for all daily transactions for list of companies.
- Assist in Payroll preparing and data gathering for advances, overtime, deductions, attendance and keeping records.
- Prepare monthly sales tax declaration.
- Assist in auditing procedures.

## Pizza Hut Cashier Accountant

2006

- Experience in dealing with banking & accounting system.
- Balance petty cash with general cashier.
- Prepare Executive expenses report.
- Prepare and maintain a proper filling system.