**Mahmoud Eltonoby**

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**CAREER OBJECTIVE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Finance Manager with Excellent knowledge of Accounting and Finance,** ledger work and closing accounts, **more than 15 years of experience in Accounting and finance field** and excellent skills in Financial Statements, General Ledger Accounts, External Auditors, Financial Analytics, Internal Audit, Financial Records, Annual Budget, Management Reports, Financial Management and professional user of Microsoft, SAP and QuickBooks, **seeking Accounting Manager or financial manager position** to apply my experience in your company.

**Key SKILLS:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Financial Statements.
* General Ledger Accounts.
* External Auditors.
* Internal Audit.
* Book Keeping.
* Annual Budget.
* Management Reports.
* Financial Management.
* Financial Analytics.
* Cash Flow forecasting and management

**WORK EXPERIENCE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Otabi Company, Riyad (**Jun2021-Present)

**Type of business: Transportation**

**Finance Manager.**

* Performing advanced reviews of business operational trends and expected obligations to prepare accurate forecasts.
* Facilitating for getting trusted financial data by Enhance internal control systems and procedures and improving planning and testing processes.
* Built and strengthened productive and valuable partnerships to drive collaboration, engagement and revenue stream development.
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* Perform analysis, financial planning and provide recommendations to senior management to achieve financial and operational goals.
* Provide and assist in implementing process improvements.
* lead or participate in the development of tools or processes Financial System that can be leveraged.
* Prepare strategic plans for company.
* Support senior management with trusted reports for making decisions.

**MedEx Healthcare,** Jeddah. (May2014-May2021)

**Type of business: Healthcare**

***Chief Accountant***

* Managing and overseeing the entire accounting team.
* Ensure that all necessary documents are requested, collected, and compiled.
* Reviewing corporate VAT returns to ensure accuracy.
* Detecting and addressing potential compliance issues proactively.
* Maintaining constant communication with the IRS, state agencies, and our clients.
* Supporting and track Completed daily accounting tasks including tracking funds and deposits.
* Finishing general ledger entries on short schedule with 100% accuracy.
* Developing and implementing effective accounting systems.
* Prepare company budgets and control budgets to keep departments adhering with budget plans.
* Evaluating and improving accuracy and completeness of financial records.
* Leading the convert financial department systems from QuickBooks to SAP System.
* Oversees preparing payroll and process it and entitlements of employees.
* Oversees stocks, periodic inventory and create adjusting entries.
* Assisted management in the decision-making process by preparing budgets, financial forecasts, financial analytics, financial reporting and all necessary reports which management need.

**AlMaddahiah Group**, Jeddah. (Jun2010-May2014)

**Type of business: Healthcare, F&B, Real est and Construction**

***Senior Accountant***

* Coordinated accounting functions and programs.
* Prepared financial analysis and reports.
* Assisted with preparing and monitoring budgets.
* Analyzed, and reported financial data.
* Maintained and reconciled balance sheet and general ledger accounts.
* Investigated and resolved audit findings, account discrepancies, and issues of non-compliance.
* Contributed to the development of new or amended accounting systems, programs, and procedures.
* Performed other accounting duties and supporting junior staff as required or assigned.
* Prepare accounts for audits and Partnered with External auditors on the annual audits and Issuing Financial Statements IFRS format (Big Four) and compliance with governmental tax and zakat guidelines.

**AlFares Group,** Jeddah. (Mar2008-Mar2010)

**Type of business: Rental Care and Manufacturing**

***Accountant***

* Complied with all company, local, state, and international accounting and financial regulations.
* Prepare entries in accounting system.
* Settle petty cashes and clearance.
* Prepare reconciliation of banks.
* Prepare reconciliation of Vendors.
* Prepare reconciliation of Receivables.
* Prepare payments of Vendors.
* Support in monthly closing entries.
* Support in monthly reports.
* Maintained accurate financial records.
* Performed audits and resolving discrepancies.
* Kept informed about current legislation relating to finance and accounting.

**EDUCATION:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tanta University**, Tanta. (Sep2002-May2006)

* Bachelor's Degree Accounting and Finance.

**SKILLS:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Language skills:**

**Arabic:** Mother Tongue. **• English:** Very Good.

**Technical skill:**

* **Professional User of** Microsoft, MO, SAP, QuickBooks, Analytics and Accounting by Excel.

**Transferable Skill:**

* Communication skills.
* Problem Solving.
* Leader Ship Skills
* Team work.
* Presentation skills
* Planning.
* Work under pressure
* Attention of Details
* Creativity

**Personal INFO:**

* Married
* 37 years
* 2 kids
* Transferable Iqama