

AHMED ELLABAN

Mob: (00966) 542003542 • E-MAIL ahmedelaban65@gmail.com



PROFILE

Name Ahmed Mohamed Lotfy Ellaban
Birth of Date 12/06/1986
Social Status Married
Nationality Egyptian

EDUCATION

Bachelor Degree of Commerce - Accounting Department
Zagazig University, Egypt
Graduated 2007

EXPERIENCE KWT, Dammam, KSA [JAN 2019 - Present]

KARAM ALWATAN CO .LTD,

Responsibilities: -Senior Accountant

- Manage and oversee the entire accountants team
- Conduct all necessary training to keep the team's skills and knowledge up to date
- See that tax interviews are conducted properly with clients
- Ensure that all necessary documents are requested, collected, and compiled
- Review corporate VAT requirements to ensure accuracy
- Advise business owners and all departments.
- Maintain current and garner new client relationships
- Monitor and mentor/train junior staff, clerks, and bookkeepers
- Maintain compliance with all Saudi kingdom regulations at all times
- Report directly to the operations manager.
- • Report monthly Financial Reports.

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EXPERIENCE SAMACOGROUP, **JEDDAH KSA** [DEC 2014 - DEC 2018]

SAUDI ARABIAN MARKETING & AGENCIES & CONTRACTINGCO.LTD
SAMACOTOY,

Responsibilities: -Senior Accountant

- Responsible of Monthly Bank reconciliation.
- Preparing Monthly Financials (IS/BS/CF).
- Reviewing AR & AP Aging reports on Daily Basis.
- Monitoring & reconciled all Suppliers Accounts.
- Documents financial transactions by entering account information
- Handling filing and daily book record for general account.
- Review and record service provider invoices and arrange their payment schedule.
- Prepares asset and liability account entries by compiling and analyzing account information.
- Maintains accounting controls by preparing and recommending policies and procedures, supported document is attached with consider transaction.
- Reconciles financial discrepancies by collecting and analyzing account information (Banks).
- Handling main imprest fund analysis, cash and check payment processing.
- Prepare monthly payroll in accurate basis for approval
- Prepare employee vacation payments ,end of service a
- Monitor general expenses and bill time payment (Electricity, water, Mobiles Etc.).
- Review and analysis for all temporary, business advance, petty cash and personal loans and reconcile it in a timely manner.

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- Prepare monthly overtime payment as per approved document.
- Analysis all general expenses in P & L statement.
- Assist in auditing activities by providing necessary information and preparing requested documentations related to general accounts.
- Collect and prepare the audit file document.
- Provide support to other departments as needed.

EXPERIENCE Afaq for Applied Technology(ATC)Construction CO. in **JEDDAH KSA** [JAN2010-AUG2014]

Responsibilities: - Accountant

- Record & posting all JV's & required transactions.
- Prepare Revenue & Expenses Reports for Each Project.
- Prepare Salaries & other office.
- Prepare Monthly Income Statement.

EXPERIENCE AlSaydlah AlSharkyon MedicalCo.(**Egypt**) [Jan2008-Sep2009]

Responsibilities: - Accountant

- Follow up sales and payments.
- Worked on American ledger manual.

FINANCE SKILLS

- Thorough knowledge of basic accounting procedures and principles.
- Participate in Monthly/Yearly-end close activities including the preparation and review of journal entries and review of budget-to- actual reports.
- Preparing Monthly/Yearly Financials statement (Income Statement /Balance Sheet/Cash flow).
- Completed external audit by analyzing and schedule in general ledger accounts and providing information for auditors.

COMPUTER SKILLS

- Knowledge of all Microsoft Office applications
- Easy to understand and use Accounting software.
- Using Microsoft Excel for data analysis.

LANGUAGE SKILLS

- Arabic-Mother language
- English-Very Good

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