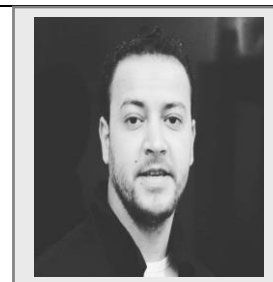


Mohamed Alaa Salama Ibrahim

Phone [Saudi Arabia]: +966564788205

Phone [Egypt]: 01065235195

E-mail: acc.mohamed.alaa91@gmail.com



Summary

In brief, I'm an accountant, having more than 9 years of experience in the field of finance. In addition, I'm currently an affiliate in the first Part of Certified Management Accountant as self-study & hoping pass this part this year. I'm willing to find a challenging job in the field of finance where I can utilize my work experience and scientific knowledge in adding a new value for my prospect employer and enhance my future career.

Education

Bachelor of Commerce "Arabic section", Cairo University, May 2012

Major: Accounting department.

Work Experience

WONDERFUL FOOD – KSA - KHOBAR

Senior Accountant- from MARCH 2021 – Till Now

Main tasks & responsibilities:

- Daily cash management and debt facilities reporting.
- Liquidity management for the organization.
- Preparation of management reports.
- Prepare or monitor company's various cash flow forecasts.
- Responsible for ensuring the timely funding, disbursements and cheque clearing for all company bank accounts.

Sraco maintenance projects - KSA



Senior Accountant - from February, 2017 – MARCH 2021

Main tasks & responsibilities:

- Assist with monthly closings and preparation of monthly financial statements.
- Finalizing the Suppliers Accounts and make a check payment for them.
- Respond to changing in priorities that have impact on daily planned activities.
- Preparation of monthly financial reports for the company's accounts.
- Provides the necessary monthly cash disbursement report.
- Achieving the Accounting Books on daily basis.
- General ledger operations.
- Assist in establishing, maintaining and enforcing internal controls and department policies.
- Prepare journal entries for all the accounts, Cash flow, Suppliers, Purchasing, Banks, Assets, Taxes, Petty cash, Clients Accounts, General expenses.



Pinnacle construction projects- PCP

General Accountant from March, 2015 -Feb 2017

Main tasks & responsibilities:

- Managing daily transaction and bookkeeping it in general ledger.
- Coordinating with legal accountant to provide all required data (bills, client invoices taxed forms and banks accounts).
- Assist in preparing of monthly balance sheet, income statement and cash flow.
- Settling petty cashes with foreman and site engineers every two weeks.
- Issuing client invoices including all activities and follow up collecting the due
- Banking transactions, reconciliation and maintain the banks accounts.
- Prepare costing of inventory items and purchases with established.

Middle East Caravan Company.

A/P accountant from June, 2013 – March 2015

Main tasks & responsibilities:

- Managing daily transactions and bookkeeping it in General ledger.
- Reconcile accounts payable transactions.
- Coordination closely with procurement department.
- Prepare all documents needed for audit purpose upon request.
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices.
- . Checks invoices to ensure they reflect the original quoted prices and that invoice total are correct.
- Assist in preparing the financial statement.
- Reconciles monthly Bank Statements.
- Recording the sales tax & Purchases and Tax withdrawals.

Tanis tours.

General Accountant from Nov, 2012 to April, 2013

Main tasks & responsibilities:

- Registration accounts payable and receivable.
- Prepare monthly trial balance report.
- Follow up collections from customers.
- Daily Entries to general Journal.
- Loose Cash in and cash out Entries to the system.
- Accounts Payable Entries and Issuing Checks to vendors.

Courses

(Mar 2011- **Mac Course at ITC (Cairo university):**

May 2011)

- Course included:
 - Studing english accounting.
 - Using on excel in applying financial cycle.

- Training on Peachtree & Quick book.

Personal Information

Marital Status: Single

Residency: Cairo

Nationality: Egyptian

Date of Birth: 01/10/1991

Military Service: Exempted

Personal Abilities and Computer Skills

Personal Abilities:

- Performance Management
- Work as a team work member
- Highly Communications Skills.
- Negotiation Skills

Computer Skills:

- Operating systems: Microsoft Windows (98, Me, 2000, XP & Seven)
- Microsoft Office: MS Word and MS Excel
- System user: Double click ERP – Comsys – Oracle.

Languages

Arabic: Native.

English: Good command of both spoken & written English.

mohamed alaa salama ibrahim mohamed alaa salama
KHOBAR
KHOBAR
Saudi Arabia

Reference: AD70416

16 January 2022

Dear mr mohamed alaa salama

Certificate in International Financial Reporting

Congratulations on completing the online criteria for the award of Certificate in International Financial Reporting. Your certificate is included with this letter.

If you have not already done so, I would be grateful if you would take the time to complete the satisfaction survey found alongside your e-learning. This enables ACCA to continue to improve the learning experience for our users.

If you have any queries or feedback around your learning, please contact ACCA Connect at any time using one of the methods listed at the bottom of this letter.

Should you wish to undertake further certificate level study, whether as personal learning or towards your continuous professional development, ACCA's full range can be found under the "Our Qualifications" menu on the www.accaglobal.com website.

Yours sincerely



Judith Bennett
Director - ACCA

Certificate in International Financial Reporting

This is to certify that

mohamed alaa salama ibrahim mohamed alaa salama

has completed the online Certificate in International Financial Reporting (CertIFR) assessment in January 2022



Judith Bennett
Director - ACCA

Association of Chartered Certified Accountants

This certificate remains the property of ACCA and must not in any circumstances be copied, altered or otherwise defaced.

ACCA retains the right to demand the return of this certificate at any time and without giving reason.

ACCA Registration Number: AD70416

File NO: 54232

شهادة خبرة
Experience Certificate

To whom it may concern

This is to certify that:

MR./ MOHAMED ALAA SALAMA IBRAHIM

Nationality: "Egyptian"

ID: (2432429625)

Has worked for SRACO Co.

The period from 28-02-2017 to 31-05-2021.

his last position was **Accountant**

During his working period, we observe him obedient, honest, and dedicated to his assignment. he was friendly and outgoing personality.

This certificate is issued upon his request without incurring any liability to the company.

We wish him all the best in his future endeavors

And better opportunities of employment.

With our best regards,

HR Department

Faten Almishali

الفنم

إلى من يهمه الأمر

نامل منكم التكرم بالإحاطة بأن:

السيد/ MOHAMED ALAA SALAMA IBRAHIM

الجنسية: "Egyptian"

رقم الهوية: (2432429625)

قد عمل لدى شركة سراكو من الفترة

28-02-2017 إلى 31-05-2021.

حيث كانت آخر وظيفة شغلها "Accountant".

وقد كان خلال فترة عمله جادا ومواظبا وحسن السيرة والسلوك ومتعاوننا مع زملائه.

وقد أعطي هذه الشهادة بناء على طلبه دون تحمل الشركة أدنى مسؤولية.

ونتمنى له كل التوفيق في حياته المستقبلية، وكل النجاح في

حياته العملية المقبلة.

وتفضلوا بقبول وافر الاحترام والتقدير،



PCP-QP-HR&AD09-F-004 R1



Ref.: GEN-PCP-HR-ME-em-LET-046

Date: 18-May-2021

Pinnacle Construction Projects

Certificate of Experience

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Mohamed Alaa Salama**, Employee Code: **87**, National ID Number: **29110010106272**, has worked at Pinnacle Construction Projects, Cairo, Egypt in the position of **General Accountant** from May 12, 2015 to February 28, 2017.

He has shown the best possible results with an excellent performance.

We wish him the best of luck in his future endeavors.

Best Regards,

A handwritten signature in blue ink, appearing to read "Mohamed Elfaham", written over a horizontal line.

Mohamed Elfaham
Human Resources Manager

