

MOHAMED WAGDY

 Khobar, Saudi Arabia 34234

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PROFESSIONAL SUMMARY

10+ years experience in accounting, cost and Audit in North Africa, and the GCC regions. I'm a very active, and creative professional with great ambition, currently looking for a better opportunity in my field of expertise, I would like to mention some of my qualities. I'm enthusiastic team player, self-discipline, quick learner, creative and a very hard worker and most important always looks forward to improve myself.

WORK HISTORY

Chief Accountant, 08/2020 – Current

AZ Real Estate, Khobar, Saudi Arabia

- Supervising , reviewing and fixing Journal entries , P.O ,Invoices , A/R , A/P and financial report .
- Prepare 100 % error free monthly reports.
- Help with quarterly and year-end financial audit activities and the annual corporate financial controls audit.
- Preparing and reviewing the monthly Balance sheet and quarterly P&L.
- VAT preparation, completion, review, and submission of VAT returns within the filing deadlines and in compliance with the local VAT laws, reply to GAZT inquiries related to VAT returns and provide required data related to audit process.
- Follow up with maintenance team to avoid any obstacles.
- Making sure that purchase orders for are handled in order correctly.
- Develop staff by managing performance, setting goals, and maintaining strong employee relationships
- Work with external auditors to ensure correct and timely closing and reporting at year-end

Chief Accountant , 06/2019 – 07/2020

Al sultan , Qassim, Saudi Arabia

- Prepare 100 % error free monthly reports.
- Help with quarterly and year-end financial audit activities and the annual corporate financial controls audit.
- Preparing and reviewing the monthly Balance sheet and quarterly P&L.
- VAT preparation, completion, review, and submission of VAT returns within the filing deadlines and in compliance with the local VAT laws, reply to GAZT inquiries related to VAT returns and provide required data related to audit process.
- Regulation regarding banh finance.

WEBSITES, PORTFOLIOS, PROFILES

· <https://www.linkedin.com/in>

SKILLS

- Accounting Standards
- Auditing
- Financial reporting
- Payroll
- Budget analysis
- Account reconciliation expert
- Tax accounting specialization
- Excellent managerial techniques

Internal Auditor, 12/2015– 01/2019

Golden Rice Restaurant & Al Tref & Son's, Qassim, Saudi Arabia

- Tasks: –
- Observe, analyze, and report accounting and management processes.
- Presented audit results and recommendations to management and partners.
- Develop suggestions for process efficiencies and control improvement based on work performed.
- Worked collaboratively with team members in communicating audit observations and developing valuable, realistic audit recommendations for improved reports outcomes.

Financial Accountant,

Al Tref & Son's Group, Qassim, Saudi Arabia

- Tasks:–
- Journal entries and accounts posting.
- Prepare Bank reconciliation.
- Prepare Salaries.
- Responsible for Account Receivables.
- Responsible for Account Payables.
- Responsible for Note Receivable.
- Responsible for Note Payables.
- Auditing Petty cash and Purchases.

Accounts Supervisor , 02/2014 – 12/2015

Egyptian Travel Agencies Association., Alexandria, Egypt

- Tasks:
- Where able to establish 100 % independent accounting system after joining team within couple of months.
- Prepare Salaries.
- Participate in preparation of balance Sheet of companies– Prepare bank reconciliations–Responsible for all financial transactions.
- Prepared accurate budgets, tax reports and variance analysis to facilitate company business.

Accountant, 01/2012 – 01/2014

Mena Country For Constructions, Alexandria, Egypt

- Tasks: –
- Responsible for employee's attendance and vacations.
- Auditing Petty cash and Purchases.
- Prepare Journal Entries.
- Prepare salaries.
- Participate in preparation of balance Sheet of companies– Preparing and following up contractors' abstracts Skills gained:–The ability to lead team successfully.
- Achieve required tasks before deadline.
- Improving ability in social life by dealing with all kind of people during work time.
- Prepared monthly bank reconciliations with 100% accuracy.

EDUCATION

BSC, Accounting, 05/2011

Alexandria University – Alexandria

COURSES

ICDL, Computer,

UNESCO – Alexandria

Certificate of the advanced level from, Language's,

AMIDEAST. – Alexandria

Accounting Diploma (MAD), Accounting,

EIAC – Alexandria

IELTS,

Idb – Alexandria

· Coursework in English

IFRS Certificate

· In progress

ACCA

· Paper F5