

Waheed Mohammed Atiya

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OBJECTIVE

- Seeking a challenging position in a multinational company in accounting department where my skills and abilities can be demonstrated and developed and acquire knowledge along with the right tools to increase the present value of my company and consequently myself.

EDUCATION

- **September 2002 – June 2006:** Cairo University.
B.SC, Faculty of Commerce, Accounting Dep.

EXPERIENCE

- **Jan 2016 to Present.**
Chief Accountant
Al-Zahrani Holding Co.
Saudi Arabia , Riyadh

- MAJOR RESPONSIBILITIES:

- **Management & Admin.**
 - Maintain a documented system of accounting policies and procedures.
 - Oversee the operations of the treasury department, including the design of an organizational structure adequate for achieving the department's goals and objectives.
 - Admin & HR duties, mainly all online portals management (Moqem, GOSI, MOL, HRDF, MCI, and etc....).
 - Launched managerial accounting unit to handle budgets, cost accounting, financial reports & analysis.
 - Performing feasibility studies for new investments and projects.
- **Budgeting**
 - Manage the preparation of the company's budget.
 - Report to management on variances from the established budget, and the reasons for those variances.
 - Assist management in the formulation of its overall strategic direction.
- **Treasurer – Fund Management**
 - Forecast cash flow positions, related borrowing needs, and available funds for investment.
 - Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements.
 - Assist in determining the company's proper capital structure.
 - Recommend appropriate dividend issuances, based on historical dividend patterns and expected cash flows.
- **Analysis & Reporting**
 - Engage in ongoing cost reduction analyses in all areas of the company
 - Review the performance of competitors and report on key issues to management
 - Engage in benchmarking studies to establish areas of potential operational improvement
 - Interpret the company's financial results to management and recommend improvement activities
 - Participate in target costing activities to create products that meeting predetermined price goals

- Assist in the determination of product pricing in relation to features offered and competitor pricing
- Compile key business metrics and report on them to management
- Create additional analyses and reports as requested by management

■ **January 2010 to Jan 2016.**

Accountant

Al-Zahrani Holding Co.

Saudi Arabia, Khamis Mushait

➤ **MAJOR RESPONSIBILITIES:**

- Primary responsibility is to prepare financial statements and supporting schedules according to monthly close schedule.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions and resolving discrepancies.
- Facilitate and complete monthly close procedures.
- Analyze revenues and expenses to ensure they have recorded appropriately on a monthly basis.
- Assist with analyzing financial statements on a monthly basis and report on variances.
- Assist in documentation and monitoring of internal controls.
- Other projects as assigned.

■ **June 2007 to January 2010.**

Accountant

Danone Company

Egypt (Cairo)

CERTIFICATE

- IN - ACT HOUSE in Cairo ,[14th Aug 2020- 16th Mar 2021] Completed CMA Part 1 .
- EDRAAK ,British Council [10th Sep2020- 23th Feb2021] Completed English Conversational Skills for levels 1,2,3 .
- EDRAAK , [12th Nov2020]Completed OperationsManagement .
- Almentor, [17th Jul 2020] Completed The fundamentals of PricingManagement
- EDRAAK , [24th Feb2021] Completed Advanced Excel .
- EDRAAK , [20th Sep 2020]Completed Supply Chain In E-Commerce.
- Almentor, [19th Jul 2020] Completed Effective Inventory Management.
- Udemy, [31th Jul 2020] Completed Basics of Pricing.
- **American University in Cairo (AUC): [28th June 2007] Cairo, Egypt.**
 - ✓ English Course, Levels from 5 to 9.
- **Faculty of Economics and Political science [16th July - 7th August 2006] Cairo University; Egypt.**
 - ✓ Introduction to Malaysian Studies.

- **Center for advancement of postgraduate studies and research in engineering science, faculty of engineering, Cairo University (CAPSCU).** [2nd September - 14th September 2006] Cairo University; Egypt.

✓ Pathways to higher education (PHE).

- Negotiation skills.
- Teams and work groups.
- Basics of managerial economics.
- Problem solving and decision-making.
- Accounting for management and decision-making.
- Research methods Writing Research Proposals.
- Planning and controlling

SKILLS

- **Computer Skills: V.good**

1. **Software**

- Windows.
- International Computer Driving License (ICDL).
- Excellent experiences with ERP finance system modules (Receivables, Payables, G.L & O.M).

2. **Hardware**

- Have experience of auditing, replacing and modifying of any hardware components.

- **Language Skills:**

- Native language Arabic.
- Good language English.

- **Personal Skills:**

- Good learner.
- Punctual.
- Hard worker & appreciates teamwork spirit.
- Strong analytical and accounting skills.
- Communication skills.

PERSONAL INFORMATION

- **Nationality** : Egyptian.
- **Date of Birth** : August 10, 1984.
- **Marital Status:** Married.
- **Military status:** Completed.

Hoping that my qualification are fulfilling your requirements