

MOHAMED ELDEEB

[نسخة عربية](#)



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[Jeddah, KSA](#)

Skills & Certifications

- Higher Diploma In Economics Of Financial Market [↗](#)
- Certified Chief Accountant with specialization in Financial Reporting and Statement Preparation [↗](#)
- Microsoft Office Specialist (Excel, Word, PP) [↗](#)
- VAT Specialist Certificate Course (SOCPA VAT Specialist) [↗](#)
- ERP System (SAP B1 & Odoo & QuickBooks) [↗](#)
- Internal Quality Auditor Training Certificate (ISO 9001) [↗](#)
- Principles Of Financial Accounting [↗](#)
- Excellent computer skills with strong experience in Ms Office and various accounting systems
- ENGLISH Level B1 [↗](#)

Experience

Senior Accountant

[MISHKAT ALKHAIR CO. — Hafez Furniture Factory](#) [↗](#)

Jeddah, KSA

07/2024 – Present

- Prepare general journal entries manually and posted them to the general ledger. Supervised and updated the chart of accounts, ensuring accuracy of balances in the trial balance.
- Close accounts at year-end and coordinated with internal and external auditors to facilitate the audit process and preparation of the company's financial statements.
- calculate vat on purchases and sales for quarterly tax return filing with ZATCA, in addition to completing a vat specialist training course from the administrative and financial training center.
- Issue Phase 2 e-invoices in compliance with Saudi VAT regulations.
- Record daily bank transactions and reconciled bank balances with the accounting software; and paying due invoices through the bank.
- Preparing required documents for bank financing applications, monitoring balances, interests, and preparing related accounting entries and reconciliations.
- Monitoring customer and supplier account statements, cash advances, and performing quarterly balance confirmation to settle accounts.
- Reviewing and posting supplier invoices, ensuring alignment with purchase orders and goods receipt documents from the warehouse.
- Preparing monthly payroll for factory workers and company employees, and submitting payroll files to the bank.
- Preparing annual depreciation schedules for fixed assets and end-of-service provision statements.
- Member of the implementation team for the Quality Management System (ISO 9001) in the Procurement and Warehouse departments.

Payable Accountant [YUNITCO \(Trading&Industry\)](#)  *Yanbu Industrial, KSA* 11/2023 – 07/2024

- Managing suppliers accounts, reviewing invoices, and ensuring alignment with purchase orders and contractual terms, in addition to regularly reconciling payments.
- Reviewing the documentation cycle from purchase requests to invoicing, and preparing supplier journal entries on SAP B1.
- Reviewing accounts and conducting monthly reconciliations with suppliers to ensure balance accuracy and verify recorded invoices.
- Preparing payment orders for processing supplier payments via bank transfers or cash, in accordance with company policies.
- Utilizing SAP B1 ERP for daily transactions and Zoho for email communication and supplier follow-up.

Financial Accountant [Kadmar Travel](#)  *Sultan Hussein, Alex* 02/2023 – 11/2023

- Assistance In Preparation Of Tax Returns Such As Vat, Withholding And Income Tax.
- Coordinating the documentation and management of financial reports required for external auditors and tax compliance purposes.
- Responsible For Preparing The Company's Tax Examination In Terms Of (G & A Exp - Operating Expenses).

Tax Accountant [Shalsh&Hegab Office](#) *Mansheya, Alex* 06/2021 - 06/2022 Full Time
06/2022 - 11/2023 Part Time

- Maintaining accounting records for select clients and entering daily journal entries for companies without in-house accountants.
- Work With A Team To Prepare Financial Quarterly / Year-End Reporting Such As Balance Sheet And Income Statement.
- Monitoring Accounts Payable (A/P) And Accounts Receivable (A/R) For Matching With Bank's Account Statements.

Other Experiences

• **Sales Consultant** [Amer Group](#)  *Sidi Gabir, Alex* 01/2021 - 06/2021

• **Photography Designer** [Mirage Studio](#) *El Beheira* 03/2018 - 02/2019

Education

Postgraduate Diploma  [Faculty Of Commerce 2020](#) *Damanhur University* 02/2019 - 08/2020

• Diploma In Economics Of Banking And Financial Market With A 3.6 GPA.

Bachelors Of Commerce [Faculty Of Commerce 2018](#) *Damanhur University* 07/2013 - 02/2018

• Major In Finance And Business With A Very Good Grade.