Mahmoud Fares Rizk

Senior Accountant

Mahmoudfares440@gmail.com 01110476829 10/5 El-Wahaa City, Nasr City, Cairo

14/09/1996 Egyptian Completed

Profile

Detail-oriented and dedicated Senior Accountant with over 7 years of experience in accounts payable and treasury functions across different industries. Proficient in using ERP systems like SAP Business One and Odoo to manage vendor accounts and streamline payment processes. Known for reliability, accuracy, and the ability to collaborate effectively with cross-functional teams. Looking to contribute solid accounting expertise in a stable and growth-oriented environment.

Work Experience

Senior AP & Treasury Accountant (SAP User), *Al-Alameya Group* 10/2024 – present
Saudi Arabia

- Cleansing of vendor data within SAP
- Working with Supply Chain to improvement requisition process
- Working with key stakeholders across the business to improve the invoice approval process
- Review of open purchase orders
- Improve quality of information on vendor invoices

AP & Treasury Accountant(Odoo User), *Egypt Trust* 10/2021 – 09/2024

Responsibilities:

.monitoring the status of invoices to ensure that payment has been made on time
.Reviewing and approving invoices for payment based on company policies or procedures
.Coordinating with other departments such as accounts receivable, accounting, and finance to ensure that all invoices are paid in a timely manner
.Communicating with vendors regarding any issues with their invoices or accounts receivable balances
Creating reports summarizing accounts payable activity across multiple departments or entities
.Coordinate with banks or other financial institutions regarding delinquent accounts
.Reviewing and approving purchase orders to ensure that they comply with company policies or procedures
.Coordinating with vendors to ensure that they have adequate funds to pay their own bills

Accountant, *CTQS* 2018 – 2019

Accountant, *High speed way (customs clearance)* 2016 – 2018

Responsibilities:

.Manging company's accounts and banks payments.

Accountant, *CA (Consullting & Taining)* 2015 – 2016

Responsibilities:

.Preparation of financial statements
.Registration of Declarations.
.founding companies
.Preparation of THE GENERAL Assembly

Education

Bachelor degree in Accounting, *faculty of Commerce,Ain Shams University* 2014 – 2018
Cairo, Egypt

Skills

Microsoft(word- Excel- Powerpoint)

SAP

Odoo

Hard worker

Working under pressure

Good communication skills with different type of people

Training & Courses

Banque Du Cairo 07/2017 – 09/2017

Languages

Arabic
Mother tounge

English
Fluent