Mohamed dessouki

Account Manager

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SKILLS

ERP accounting software (medad -oodo- smack & others)

Microsoft Office programs, especially Excel

Financial Reporting …….

Financial Statement Analysis……

Time Management……..

Problem-Solving Skills……..

Communication Skills…….

SUMMARY

I am a professional accountant specializing in providing accounting services with efficiency and accuracy. In addition to my strong financial data analysis and reporting skills, I have extensive experience in preparing budgets and developing strategies to reduce costs and increase profitability. I excel at working under pressure and managing my time effectively, enabling me to successfully complete projects within deadlines. Thanks to my commitment to continuous professional development, I strive to learn the latest techniques and tools in the field of accounting to ensure I maintain my excellence and effectiveness at work.

Experience

Financial Manager, Anmat altasheed Engineering Consulting Office **Aug 2021 - Current**

Hail, Kingdom of Saudi Arabia

- Record all financial transactions, such as revenues, expenses, and payments, in designated books and records and ensures their accuracy.
- Prepare monthly and annual financial reports, such as income statements, balance sheets, and cash flow statements, to provide a clear picture of the office's financial position.
- ensures compliance with accounting standards, tax laws, and regulations, and prepares tax returns in a timely manner
- Analyzes financial data to identify strengths and weaknesses and make recommendations to improve financial performance.
- follows up on the collection of client receivables, manages payments, and ensures invoice settlement
- Periodically analyzes financial data and uses these analyses to make financial decisions and improve performance.
- Prepare annual and quarterly budgets and provides management with financial forecasts to help them make informed decisions.
- Works closely with senior management, providing them with the financial information they need to make decisions.

Accountant then Account Manager, Anmat Engineering Consulting Office **Dec 2013 - Aug 2021**

Hail, Kingdom of Saudi Arabia

- Record daily financial transactions (such as invoices, payments, and revenues).

- Prepare financial reports (such as balance sheets and profit and loss statements).
- Review financial records for accuracy and integrity.
- Ensure compliance with accounting and tax standards.
- Monitor customer receivables and payments.
- Prepare budgets and analyze financial statements.
- Perform bank reconciliations.
- Assist management in making financial decisions.
- Prepare invoices and tax returns.
- Manage accounts payable and receivable.
- Participate in internal and external audits.
- Develop and implement strong financial controls.

Accountant , Grand Holidays Green Sedr Hotel **Aug 2009 - mar 2013**

Ras Sudr City, Egypt

- Record and track all hotel financial transactions, whether revenues or expenses, to ensure they are accurately recorded and compiled into financial reports During my career progression in the hotel's accounting department.
- Preparing and monitoring the cost of receipt and cost of meals
- Preparing Financial Reports This includes preparing monthly and annual reports, as well as special reports such as profit and loss statements, balance sheets, and cash flow statements.
- Manage employee payroll, including deducting taxes and contributions, and distributing salaries on time.
- Ensure that bank statements match the hotel's records and performs the necessary reconciliations to ensure the integrity of financial transactions
- Ensure that bank statements match the hotel's records and performs the necessary reconciliations to ensure the integrity of financial transactions
- Track debts owed to customers, follows up on their collection, and calculates the interest due.
- Reconcile bank statements with the hotel's records to ensure the accuracy of financial transactions.
- Provide senior management with the financial information needed to make decisions, such as revenue and expense reports.
- Conduct audits of comprehensive hotel operations, including audits of cash registers, credit card statements, and bank accounts.

Education

Zagazig University **2003 - 2007**

Bachelor of Commerce, accounting

Languages

Arabic…….**Native** **English**……. **Proficient**

References

Available upon request