Ahmed Akl

Senior Accountant
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Professional Summary

Professional senior accountant with over 12 years of experience across diverse sectors. Specialized in financial management, report preparation, bank reconciliations, and accounting systems management. Possessing strong analytical skills and high work accuracy with the ability to handle various accounting systems and implement zakat and tax requirements.

Professional Experience

Senior Accountant

Million Fekrah for Closed Stores Group of Companies - Riyadh
2021 – Present
Responsibilities

- Daily accounting transactions in the accounting software
- Prepare monthly reconciliations of customer and supplier accounts
- Prepare monthly bank reconciliation statements and closing entries
- Prepare monthly payroll
- Perform monthly stocktaking of products and update accounting software accordingly
- Petty cash recording and reconciliation
- Follow up on customer account statements and reconcile with bank collections
- Prepare quarterly tax files and upload to Zakat website
- Prepare monthly and annual financial reports and send to partners
- Monitor sales on the Salla website and coordinate with production and warehouse managers to fulfill orders
- Monitor customer collections on websites (Salla, Tabby, Tamara, etc.) and settle collection expenses
- Follow up on canceled and returned orders and coordinate with customer service to update the accounting software

Accountant

Arab Gas Company - Al Kharj and Riyadh
2019 – 2021
Responsibilities

- Daily accounting transactions in the accounting software
- Prepare bank reconciliation statements
- Prepare monthly closing entries and settlement entries for all accounts
- Prepare monthly payroll
- Perform monthly stocktaking of products and update accounting software accordingly
- Petty cash recording and reconciliation
- Follow up on customer account statements and reconcile with bank collections
- Prepare quarterly tax files and upload to Zakat website
- Monitor customer collections

Accountant

Western Specialty Chemicals Company - Khobar
2016 – 2018
Responsibilities

- Daily accounting transactions in the accounting software
- Prepare monthly reconciliations of customer and supplier accounts
- Prepare monthly bank reconciliation statements and closing entries
- Prepare monthly payroll

- Perform monthly stocktaking of products and update accounting software accordingly
- Petty cash recording and reconciliation
- Follow up on customer account statements and reconcile with bank collections

Accountant

SALCO for Construction Company - Madinah, Yanbu, Khobar
2013 - 2015
Responsibilities

- Daily accounting transactions in the accounting software
- Follow up on supplier account statements and prepare yearly reconciliations
- Perform yearly stocktaking of products and update accounting software
- Daily petty cash expenses and distribute to projects
- Perform maintenance workshop expenses for heavy equipment
- Make a monthly report of the total expenses and purchases of projects

Accountant

Al-Furat Company for Marble and Granite - Jeddah
2013
Responsibilities

- Follow up on daily sales invoice records for professional branches
- Daily expenses for branches
- Daily purchases from suppliers in the accounting system
- Reconciliation of supplier accounts and making necessary adjustments

Warehouse Accountant

Sesco trans - Damietta, Egypt
2012
Responsibilities

- Review daily petty cash and submit the report to the financial department
- Daily registration of spare parts and oils received from suppliers and branches
- Daily registration of spare parts used for equipment and engine maintenance
- Making a monthly inventory of inventory in the company's warehouse

Education

Bachelor of Commerce - Accounting

Mansoura University – Egypt
2009

Certifications & Training

- Accountants Preparation Course
- English Language Course
- Microsoft Office
- Computer Skills
- Vat training

Technical Skills

Al-Ameen Accounting Software | Microsoft Dynamics | Dafater Software | Qoyod Software | Microsoft office