

Mohamed Ahmed Mohamed Dawood

📍 Riyadh, Saudi Arabia

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📅 Year of Graduation: 2022

🎓 Faculty of Commerce – English Section, Accounting Department

🌐 Languages: Arabic (Native), English (Fluent)

• 🎯 Professional Summary

- Highly motivated and results-oriented **General Accountant** with over **3 years of hands-on experience** in financial accounting, accounts receivable, and full-cycle bookkeeping. Skilled in managing large client portfolios (400+ accounts), issuing and reconciling invoices, preparing accurate financial statements, conducting bank reconciliations, and optimizing collection performance. Known for strong analytical skills, attention to detail, and a proactive approach to improving financial processes and cash flow.

• 📁 Work Experience

• *General Accountant*

• 📍 Code Root – Riyadh

📅 [till now]

- Preparing and analyzing monthly financial reports, P&L statements, and trial balances.
 - Handling full-cycle accounting including journal entries, accruals, prepayments, and fixed assets.
 - Preparing and reconciling VAT returns and assisting in audit processes.
- Coordinating with external auditors and ensuring financial statements comply with standards.
- Conducting daily and monthly **bank reconciliations** and managing payment cycles.

• *General Accountant → AR Specialist*

• 📍 Sama Al-Jazeera Co. – Riyadh

📅 1 Year

- **First 4 months (generalAccountant):**
 - Maintained general ledger, prepared monthly closings, and managed cost allocations.
 - Created and analyzed financial statements and supported external audits.
- **Next 8 months (Accounts Receivable):**
 - Handled AR operations for **over 400 active clients**: issuing invoices, preparing detailed account statements, and monitoring overdue balances.
 - Managed collections and reduced DSO (Days Sales Outstanding) through active follow-up.
 - Conducted account reconciliations, resolved discrepancies, and ensured full alignment with bank records.
 - Coordinated with sales, legal, and operations teams for account validations and cash applications.

- *General Accountant*

- *Amazing Co. – Egypt*

 **1.5 Years**

- Managed full general ledger activities and financial statement preparation.
 - Handled **bank reconciliations**, vendor reconciliations, and maintained internal controls.
- Processed payroll, handled tax filings, and oversaw monthly closing activities.
- Prepared budgets, variance analyses, and worked closely with management on financial planning.
- Led client invoicing and follow-up, ensuring smooth cash inflow and strong customer relationships.

- **Key Skills**

- General Accounting & Financial Reporting
 - Full AR Cycle Management
- Customer Account Reconciliation (400+ Clients)
 - Billing, Collections & Aging Reports
- Bank Reconciliation & Cash Flow Monitoring
 - VAT & Tax Compliance
 - Monthly/Year-End Closing
- ERP Systems (SAP, Oracle, Zoho – if applicable)
- Microsoft Excel (Pivot Tables, VLOOKUP, IFs, Charts)

- Digital Marketing & Customer Handling
 - Market Analysis & Business Support
 - Strong Analytical & Negotiation Skills
- Accuracy, Confidentiality & Time Management

Languages

- Arabic – Native
- English – Fluent (Professional Proficiency)