Mohamed Mahmoud Abdel-Wahed

Address: Yanbu -Saudi Arabia
Phone: 0550164738
Email: mohamed.mahmoud.ismail2008@gmail.com

OBJECTIVE

Seeking a job in the field of accounting at a reputable company where I Background And experience can be well utilized

WORK EXPERIENCE

2022 - now

General Accountant, Fahad Atallah Al Refai Company For Construction

Responsibilities:

- implements the day-to-day operations to ensure compliance with the established standards and procedures.
- processes ledger and booking entries according to stated procedures so that all transactions are recorded in a timely and accurate manner.
- analyses ledgers and accounts to allow the reconciliation of financial data according to stated schedules so that the company remains aware of its financial position on an ongoing basis and statutory reports can be produced within legislative time limits.
- prepare relevant accounting records and financial statements in accordance with the company's accounting policies, procedures and timelines.

2018-2022

Accountant, Al Amir Pack Factory For Carton And Paper, Sadat City - Egypt

Responsibilities:

- Generate and distribute invoices to customers in accordance with contractual terms and project milestones.
- Monitor accounts receivable aging and follow up on outstanding balances to expedite collections.
- Investigate and resolve billing discrepancies or disputes in coordination with sales and project teams.
- Reconcile accounts receivable sub-ledger to the general ledger and ensure the accuracy of financial records.

2013 –2014

A Trainee Accountant | International group for accounting and training of accountants (IGTA)

He assigned to do the accounts for each of :
Golf Club
Grand Beach Hotel
Egyptian – Saudi Hospital
Mess Company for contract Works
International Company for trading in Foodstuffs
United Company for Spinning & Weaving
Egyptian Company for Import & Export Responsibilities:

- Participate in preparing financial statements in Egyptian and international standards in Arabic and English
- Auditing of contracting and construction operations
- Preparing schedules of fixed assets and their
- preciation using several accounting and tax methods
- Preparing warehouse accounts and reconciling inventory with defects and deficits
- Preparing bank accounts and settlement statements
- Auditing stage costs for manufacturing processes
- Settlement of customers' accounts and doubtful debts
- Supplier Accounts Settlement
- Auditing hospital accounts and settling patient accounts
- Preparing financial statements using accounting accounting

EDUCATION

Bachelor of Accounting and business administration
Graduation Year: 2016
Grade: good

- **SKILLS**

Personal Skills:

- Self-motivation
- Business acumen and interest
- skills and ability to manage deadlines
- Team working ability
- Communication and interpersonal skills
- Proficiency in IT

Language Skills:

- Arabic: Native Language
- English: Very Good