Ahmed Al-Metwally

Address: pyramids gardens, G i z a, Egypt
Phone: +201032418697/ 01147995531
E-Mail: ahmed.almetwally16@gmail.com

Career Objective

Experienced Senior Accountant interested in achieving results, offers extensive knowledge of Microsoft systems and related applications. Professional has a good supervisory, customer service, communication and technical skills. Brings 16 years of experience in the GCC region as an Accountant along with different professional certificates.

Professional Experience

- **Accounting Manager, Joint Executive Company (full time)** Saudi Arabia, Riyadh, Jeddah, Khobar , Egypt, Nasr City Egypt **[**From March 2025 until now].
- **Job Responsibilities:**
  - Follow up all transactions, including taxes & invoicing portal.
  - Oversee daily transactions, including accounts payable/receivable, general ledger and bank reconciliations.
  - Participate in regular audits and payroll
  - Prepare budgeting reports and forecast revenues
  - Manage month-end and year-end closing
  - Monitor the daily performance of the accounting department
  - Organize financial data into useable information and maintain updated records
  - Track the progress of financial and accounting objectives
  - Establish accounting policies and procedures, aligned with company's targets

- **Financial Accounting supervisor, Aqar vision real estate (full time)**, October, Giza Egypt **[**From February 2023 until now].
- **Job Responsibilities:**
  - Follow up all transactions, including taxes & invoicing portal.
  - Oversee daily transactions, including accounts payable/receivable, general ledger and bank reconciliations.
  - Participate in regular audits and payroll
  - Prepare budgeting reports and forecast revenues
  - Manage month-end and year-end closing
  - Monitor the daily performance of the accounting department
  - Organize financial data into useable information and maintain updated records
  - Track the progress of financial and accounting objectives
  - Establish accounting policies and procedures, aligned with company's targets

- **Financial Accounting supervisor, HAYAH Medical care, (part time**) Hadayek Maadi, Cairo, Egypt **[**From October 2024 until now].
- **Job Responsibilities:**
  - Oversee daily transactions, including accounts payable/receivable, general ledger and bank reconciliations.
  - Participate in regular audits and payroll
  - Prepare budgeting reports and forecast revenues
  - Manage month-end and year-end closing
  - Monitor the daily performance of the accounting department
  - Organize financial data into useable information and maintain updated records
  - Track the progress of financial and accounting objectives
  - Establish accounting policies and procedures, aligned with company's targets

- **Financial Accounting supervisor, provision for general supplies solutions company, (part time**) Sheikh Zayed City, Giza, Egypt **[**From August 2024 until now].
- **Job Responsibilities:**
  - Oversee daily transactions, including accounts payable/receivable, general ledger and bank reconciliations.
  - Participate in regular audits and payroll
  - Prepare budgeting reports and forecast revenues
  - Manage month-end and year-end closing
  - Monitor the daily performance of the accounting department
  - Organize financial data into useable information and maintain updated records
  - Track the progress of financial and accounting objectives
  - Establish accounting policies and procedures, aligned with company's targets

- **Financial Accounting supervisor, Eraa soft company, (part time)** Doqqi, Giza, Egypt **[**From marsh 2024 until now].
- **Job Responsibilities:**
  - Oversee daily transactions, including accounts payable/receivable, general ledger and bank reconciliations.
  - Participate in regular audits and payroll
  - Prepare budgeting reports and forecast revenues
  - Manage month-end and year-end closing
  - Monitor the daily performance of the accounting department
  - Organize financial data into useable information and maintain updated records
  - Track the progress of financial and accounting objectives
  - Establish accounting policies and procedures, aligned with company's targets

- **Financial Accounting supervisor, Unlimited software company, (part time)** Nasr city, Cairo, Egypt **[**From February 2024 until now].
- **Job Responsibilities:**
  - Oversee daily transactions, including accounts payable/receivable, general ledger and bank reconciliations.
  - Participate in regular audits and payroll
  - Prepare budgeting reports and forecast revenues
  - Manage month-end and year-end closing
  - Monitor the daily performance of the accounting department
  - Organize financial data into useable information and maintain updated records
  - Track the progress of financial and accounting objectives
  - Establish accounting policies and procedures, aligned with company's targets

- **Financial Accounting supervisor, furniture of Egypt, (part time)** Nasr city &October city &Maadi Cairo, Egypt **[**From May 2019 until now].
- **Job Responsibilities:**
  - Oversee daily transactions, including accounts payable/receivable, general ledger and bank reconciliations.
  - Participate in regular audits and payroll
  - Prepare budgeting reports and forecast revenues
  - Manage month-end and year-end closing
  - Monitor the daily performance of the accounting department
  - Organize financial data into useable information and maintain updated records
  - Track the progress of financial and accounting objectives
  - Establish accounting policies and procedures, aligned with company's targets

- **Financial Accounting supervisor, Al Captain Dairy and milk products (part time) :** pyramids gardens Giza Egypt **[**From February 2023 to October 2023].
- **Job Responsibilities:**
  - Oversee daily transactions, including accounts payable/receivable, general ledger and bank reconciliations.
  - Participate in regular audits and payroll
  - Prepare budgeting reports and forecast revenues
  - Manage month-end and year-end closing
  - Monitor the daily performance of the accounting department
  - Organize financial data into useable information and maintain updated records
  - Track the progress of financial and accounting objectives
  - Establish accounting policies and procedures, aligned with company's targets

- **Financial Accounting supervisor, Tec light, for modern lighting,** October city Giza Egypt **[**From September 2022 to January2023].
- **Job Responsibilities:**
  - Oversee daily transactions, including accounts payable/receivable, general ledger and bank reconciliations.
  - Participate in regular audits and payroll
  - Prepare budgeting reports and forecast revenues
  - Manage month-end and year-end closing
  - Monitor the daily performance of the accounting department
  - Organize financial data into useable information and maintain updated records
  - Track the progress of financial and accounting objectives
  - Establish accounting policies and procedures, aligned with company's targets

- **Senior General Accountant, furniture of Egypt,** Nasr city &October city &Maadi Cairo, Egypt **[**From May 2019 to August 2022].
- **Job Responsibilities:**
  - Verify, allocate, post, and reconcile general ledger, accounts payable, and receivable.
  - Produce error-free accounting reports and present their results.
  - Analyze financial information and summarize financial status.
  - Spot errors and suggest ways to improve efficiency and spending.
  - Review and recommend modifications to accounting systems and procedures.
  - Manage accounting assistants and bookkeepers.
  - Participate in financial standards setting and in the forecast process.
  - Provide input into the department's goal-setting process.
  - Assist the CFO to prepare financial statements and budgets according to schedule.
  - Responsible for handling tax issues and assist with tax audits.
  - Assist with internal and external audits to ensure compliance.
  - Support month-end and year-end close process.

- **General Accountant, furniture of Egypt,** Nasr city &October city &Maadi Cairo, Egypt [From May 2018 to May 2019].
- **Job Responsibilities:**
  - Prepare of daily financial and account statement along with any other reports as requested by General Manager.
  - Prepare of budget and year end reconciliation.
  - Review sales representative's accounts with the company and keep records of the balances.
  - Daily entries and reconciliation of suppliers and customers accounts.
  - Entries related to expenses, purchasing and revenues.
  - Responsible about cash t and daily bank deposits.
  - Inventory account management.

- **Senior General Accountant, Tower Harmony frozen products,** Khobar & Riyadh, Saudi Arabia **[**From April 2017 till December 2017**].**
- **Job Responsibilities:**
  - Prepare of daily financial and account statement along with any other reports as requested by General Manager.
  - Prepare of budget and year end reconciliation.
  - Review sales representative's accounts with the company and keep records of the balances.
  - Daily entries and reconciliation of suppliers and customers accounts.
  - Entries related to expenses, purchasing and revenues.
  - Responsible about cash t and daily bank deposits.
  - Inventory account management.

- **AL OMR Group,** Saudi Arabia [From August 2015 till March 2017**]**
- **General Accountant, Al-Nakheel kingdom frozen products**
  - Prepare of daily financial and account statement along with any other reports as requested by General Manager.
  - Prepare of budget and year end reconciliation.
  - Review sales representative's accounts with the company and keep records of the balances.
  - Daily entries and reconciliation of suppliers and customers accounts.

- **General Accountant, Rahal contracting company**
  - Manage of customers and supplier's account
  - Manage and review cash accounts and required daily reconciliation

- **General Accountant, Al-Omr Press**
  - Daily review and manage of all cash, suppliers and customers accounts.
  - All related inventory management transactions.
  - Daily bank account balance review and reconciliation.
  - Prepare daily financial reports as requested by management

- **General Accountant, Sheehat Contracting Company,** Madinah, Saudi Arabia **[**From April 2011 till July2015**].**
- **Job Responsibilities:**
  - Execute all Accounting and Inventory transactions on different accounting software like Al Ameen Accounting and Inventory management.
  - Posting Accounting entries.
  - Posting Inventory related transaction and reconciliation.
  - Account opening for customers.
  - Payroll transactions posting and review of employee's accounts.
  - Posting all inventory related transactions.
  - Entries for company new products along with coding the same into the system.
  - Prepare all related company projects extracts entries with Water authority in Madinah.

Education

➢ **Mansura University, Mansura City, Egypt** [September 2004 till May 2009].

- BSc degree in Commerce, Accounting major, English section.

Certification and Training

➢ **Successfully completed the following courses in Accounting and other Business related aspects:**

- Bookkeeping (Work of journal entries, Registration on the books).
- Peachtree (Creating new company, Chart of accounting, sales, Purchases inventory, Employee,Payroll, Tax and Financial Statement).
- Fundamentals of stock market and the principles of technical analysis
- International Diploma in Business Administration &Microsoft project (M.S)
- HR Diploma (Technical, Communication and Organization skills, E-Marketing, Technical, Communication and Organization skills and Preparation of leaders and Decision-Making skills).

General Skills

➢ Capable of managing time to complete more than one task as necessary.

➢ Ability to work under stress.

➢ Team player, Ambitious, Hard worker, Self-motivated and possess Leadership skills.

➢ Very good communication, Interpersonal, Documentation & Presentation skills

Computer Skills

➢ Very Good Knowledge and practice of Microsoft Office: Word, Excel, PowerPoint, MS outlook and internet.

Language Skills

➢ **Arabic**

- **Speaking Competence:** Mother tongue, **Writing Competence:** Mother tongue.

➢ **English**

- **Speaking Competence:** Very Good, **Writing Competence:** Very Good.

Other Information

➢ **Date of Birth:** 31st of August 1987.

➢ **Marital status:** Married