Waleed Ahmed Essam Mohamed

Accountant

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About Me

I am a financial and tax accountant with over 19 years of experience in general accounting and taxation. I have extensive expertise in managing accounts for industrial, commercial, and contracting companies. I am proficient in preparing and analyzing financial reports accurately, conducting financial audits, and preparing tax returns. Additionally, I manage cash flow and banking operations efficiently.
I excel in using ERP accounting systems such as Microsoft Dynamics Great Plains and always strive to achieve operational efficiency and provide financial solutions that improve companies' financial performance. My goal is to continuously develop my skills and maintain the highest levels of accuracy and professionalism in everything I do.

Education

Bachelor of Commerce, Alexandria University

- Department: Accounting.
- Graduation year: 2005.
- Grade: Good

Training Courses

- CMA Course in progress.
- Chief Accountant Diploma.
- Professional Bookkeeping Accountant Diploma.
- Commercial Excel.
- QuickBooks.
- Peach Tree.
- Modern Accounting 1-2.
- English.

Work Experience

El-Ahmar Contracting Co, (2016-Present)

Accountant Manager
Is responsible for

- Managing payroll processes for 25+ employees and contractors.
- Reviewing accounts and bookkeeping records to verify compliance with standards.
- Generating financial statements documenting revenue, expenses, and liabilities
- Reviewing financial statements and tax audits to identify and correct discrepancies.
- Compiling financial information, figures, and forecasts for budgetary decision-making.
- Reconciling monthly bank statements and resolving discrepancies.
- Preparing and reviewing contractors’ extracts, following up on financial dues and ensuring that they are paid on the specified dates.
- Analyzing the costs and expenses associated with projects, comparing them to the allocated budget, and reporting any violations or deviations from the budget.
- Preparing monthly and annual financial reports related to projects and operational activities and providing financial analyzes and forecasts to assist management in making decisions.
- Monitoring Customer account balances and ensuring that the amounts due are collected in a timely manner, as well as maintaining good relationships with suppliers to ensure the best prices and financial terms.
- Cooperating with internal and external auditors to conduct financial audits and tax examinations, provide the required documents and data to the auditors, and ensure accuracy and transparency in financial information.
- Monitoring daily cash flows and ensuring the availability of the necessary liquidity to cover costs and expenses. Providing periodic reports on the financial status of the department.
- Review financial contracts and agreements and ensure compliance with financial terms in contracts and agreements with customers and suppliers.

Electromechanic (Engineering/Construction), (2015-2016)

Chief Accountant

Was responsible for

- Managing all journal entries for payable, receivable, petty cash, payroll, and banks.
- Preparing sales reports and monthly collection forecasts.
- Preparing quarterly customer reconciliations.
- Managing cash flow statements.
- Preparing monthly bank reconciliations.
- Preparing reconciliations for affiliated companies monthly.
- Preparing profit and loss (P&L) statements.
- Supervising Financial Transactions: Overseeing all financial transactions and ensuring accurate recording in the accounting system.
- Developing Internal Controls: Designing and implementing internal control procedures to safeguard company assets.
- Responsible for managing and training more than five accountants
- Coordinating Year-End Closing: Managing the year-end closing process, including preparing necessary documentation and reconciliations.

ABCO Group (ABCO United, Adco, Acip), (2012-2015)

Tax Accountant

Was responsible for

- Preparing Tax Returns and Estimates: Compiling and submitting accurate tax returns and estimates in compliance with regulations.
- Preparing Files for All Tax Examinations: Organizing and maintaining comprehensive files for all tax examinations conducted by authorities.
- Preparing Reports for Sales Tax: Generating reports related to sales tax obligations to ensure compliance with tax laws.
- Managing Sample 41 for Add and Deducting Tax: Handling Sample 41 for tax adjustments, including additions and deductions.
- Managing Payroll Tax: Overseeing payroll tax calculations and ensuring accurate filings.
- Acting as an Assistant in Preparing All Tax Declarations: Assisting in the preparation of various tax declarations to meet legal requirements.
- Documentary and Non-Documentary Expenses: Managing both documentary and non-documentary expenses for accurate financial reporting.
- Analyzing Tax Regulations: Keeping updated with changes in tax laws and regulations to ensure compliance.
- Preparing Tax Planning Strategies: Developing tax planning strategies to optimize tax liabilities and improve financial performance.

ADCO (Alexandria Company for Chemicals & Detergents), (2005-2012)

Junior Accountant & Senior Accountant

Was responsible for

- Responsible for Stock Control: Managing stock control processes to ensure accurate inventory levels.
- Record Receipt Document on the System: Ensuring all receipt documents are accurately recorded in the accounting system.
- Stock Control for Inventory Transactions: Overseeing inventory issuance and conducting evaluations of stock transactions.
- Processing All Transactions Related to Inventory: Managing all inventory-related transactions in the accounting system.
- Analyzing W.I.P & FG Balances: Conducting monthly and weekly analyses of Work in Progress (W.I.P) and Finished Goods (FG) balances for external audits.
- Preparing Variances: Compiling variance reports to highlight discrepancies in inventory.
- Reporting Production Issues: Identifying and reporting any production issues related to materials and processes.
- Verifying Supplier Accounts Compared to Purchases: Conducting verifications of supplier accounts against purchase records to ensure accuracy.
- Booking and Posting Invoices for Suppliers: Handling the booking and posting of supplier invoices for accounting and tax purposes.
- Reconciling and Preparing Vendor Credit Reports: Performing reconciliations and preparing credit reports for vendors to manage payables.
- Assisting in Preparing All Tax Declarations: Supporting the preparation of tax declarations and related documentation for external audits.

Skills

Personal skills

- Data Analysis
- Effective Communication
- Time Management
- Problem-Solving
- Teamwork
- Attention to Detail
- Adaptability
- Critical Thinking

Technical skills

- Accounting Software (ERP)
- MS Office: Proficient in Word, Excel, and PowerPoint.
- Other Accounting Software: Experience with programs like Peach Tree.
- Information Security: Understanding of basic information security principles to protect financial data.

Languages

- Arabic: Mother Tongue
- English: Good