

Mahmoud Atya Rabe'e ElSharawi

General Accountant

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Professional Summary	Results-driven accountant with 5+ years of experience in Saudi Arabia, specializing in scaling financial operations for startups and trade businesses. Expertise in cost optimization, tax compliance (VAT/Zakat), and automating processes to support rapid growth. Reduced financial discrepancies by 25%+ through agile accounting practices.
Skills	<ul style="list-style-type: none">• Generally accepted accounting principles (GAAP)• ERP Systems (SAP, Oracle)• Electronic Invoicing Systems (Fatoora)• Tax preparation and filing (VAT, Excise Tax, Zakat)• Accounting and bookkeeping• Bank reconciliation• Accounting software proficiency• Payroll processing• Cash flow management• Accounts payable and receivable• Fixed asset management• Intercompany transactions• Auditing procedures• Financial statement preparation• Microsoft Office• Variance analysis• Financial reporting• Accounting recordkeeping• Data analysis
Experience	<p>From 09/2018 until now</p> <p>Administrative and Accountant, Global Environmental Technology, (AlArish, Egypt).</p> <ul style="list-style-type: none">• Reduced month-end closing time by 20% by streamlining reconciliation processes.• Implemented real-time budget monitoring, improving cost accuracy by 15%.• Worked effectively in fast-paced environments.

	<ul style="list-style-type: none"> • Skilled at working independently and collaboratively in a team environment. • Worked well in a team setting, providing support and guidance. • Assisted with day-to-day operations, working efficiently and productively with all team members. • Passionate about learning and committed to continual improvement. • Handled day-to-day accounting processes to drive financial accuracy. <p>From 06/2013 to 2/2018 (End of contract) General Accountant, Alania International Company For Trade, (Jeddah, Saudi Arabia).</p> <ul style="list-style-type: none"> • Managed \$2M+ in annual AP/AR, ensuring 100% on-time payments and 40% reduction in overdue receivables. • Achieved zero tax penalties through accurate quarterly VAT/annual filings. • Managed accounts payable and receivable functions, maintaining accurate records and timely payments to vendors while collecting outstanding invoices. • Supported month-end closing process by preparing financial statements, variance analyses, and account reconciliations. • Assisted with budget preparation, monitoring expenses, and providing timely updates to management on variances. • Ensured tax compliance by preparing quarterly sales tax returns and assisting with annual income tax filings. • Collaborated with external auditors during year-end audits, ensuring compliance with regulations and accurate financial reporting. • Handled day-to-day accounting processes to drive financial accuracy. • Detected and corrected mistakes early on and implemented systems to avoid recurring issues. • Compiled general ledger entries on short schedule with 100% accuracy. • Trained new employees on accounting principles and company procedures.
Education	Cairo University, Cairo, Bachelor of Commerce, Accounting Department September 2010
Languages	Arabic native English good