Mahmoud Sayed Soliman

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Professional Summary

Detail-oriented General Accountant with over 6 years of progressive experience in financial operations, accounts reconciliation, and corporate reporting. Proven expertise in managing complex financial workflows across the medical, security, and construction sectors using ERP systems like Oracle NetSuite and QuickBooks. Adept at driving financial accuracy, optimizing expense tracking, and leveraging advanced Excel and AI tools to streamline accounting processes and support strategic decision-making.

Work Experience

General Accountant **Jan 2025 – Present**

Reflection Consultancy (Part of New Age Clinics Group) | Dokki, Giza, Egypt

(Managing accounting operations for UAE-based clinics: New Age Abu Dhabi, Well Touch, One Touch, Derma Dent, and One Touch Branch)

- Managing comprehensive end-to-end accounting operations for a diverse portfolio of UAE-based medical clinics.
- Reconciling daily sales, operational expenses, and monthly bank statements utilizing Oracle NetSuite.
- Processing Accounts Payable and Accounts Receivable, ensuring timely supplier payments and accurate customer balances.
- Clearing payment gateways and BNPL platforms (Tabby, Tamara) reconciliations after commission deductions.
- Monitoring corporate spending and marketing expenses via the Alaan expense management platform.
- Executing monthly financial closing activities, including Balance Sheet and Income Statement expense closures.

General Accountant **Nov 2022 – Dec 2024**

Forces Plus Security | Nasr City, Cairo, Egypt

- Administering employee petty cash settlements, payroll processing, and continuous inventory monitoring.
- Reconciling purchase invoices and vendor/customer accounts to ensure strict financial accuracy.
- Generating accurate payroll journal entries based on detailed HR operational sheets.
- Tracking all purchasing transactions and maintaining organized financial records.

Junior Accountant **Mar 2020 – Sep 2022**

Al AMER Group for Concrete Paving | Badr City, Cairo, Egypt

- Tracking daily operational and maintenance expenses across multiple project sites.
- Reviewing customer collections and supplier balances to maintain healthy cash flow.
- Processing site payroll, managing cash handling, and overseeing machinery expense payments.
- Performing detailed account follow-ups to support operational financial efficiency.

Education

Bachelor of Commerce (English Section)

Beni-Suef University | Beni Suef, Egypt | Aug 2015 – Jul 2019

Grade: Good (GPA: 77%)

Skills

- Accounts Payable (A/P)
- Accounts Receivable (A/R)
- Bank Reconciliations
- Payroll Processing
- BNPL Reconciliations (Tabby, Tamara)
- Financial Reporting
- Expense Tracking
- Month-End Closing
- Oracle NetSuite
- QuickBooks
- Alaan Expense Management
- Advanced Microsoft Excel (with AI Integration)
- Google Workspace (Sheets, Docs, Slides)
- Microsoft Outlook

Languages

- **Arabic**: Native.
- **English**: B2.