

MAHMOUD MOHAMED ABDEL HAMIED

Address: Damam - Saudi Arabia

Phone number : +966-511894241

Email: mahmoudelshaprawy83@gmail.com

SUMMARY

A dedicated and detail-oriented General Accountant with over 4 years of experience in managing financial records, bank transactions, invoicing, and customer relations. Seeking to leverage my expertise in accounting software such as QuickBooks, along with strong analytical and communication skills, to contribute to a dynamic organization. Eager to apply my ability to work under pressure and adapt to new challenges to support the growth and financial efficiency of the company and detail-oriented Auditor with a strong background in accounting and financial reporting. Skilled in establishing accounting systems, preparing financial statements, and performing audits in compliance with Saudi regulations. Adept at VAT calculation, bank reconciliations, and closing accounts efficiently. Currently preparing to enroll in the IFRS Diploma to further enhance technical expertise and professional growth.

EDUCATION

Bachelor of Commerce , Department: Accounting , with Grade : Good (73%) | 2019

Menoufia University - Egypt

WORK EXPERIENCE

Auditor

April 2025 – Till now

Nasser Al-Kanhal Accounting Consultancy Firm, Saudi Arabia.

- Establishing and structuring accounting systems.
- Recording daily journal entries and financial transactions.
- Preparing and reconciling bank accounts.
- Calculating and filing VAT and other tax obligations.
- Preparing final financial statements and closing reports..

General Accountant

December 2022 – october 2024

Recruitment Office (Saudi Arabia)

- Managed financial records, bank statements, and client accounts.
- Followed up on bank transactions and reconciliations.
- Prepared invoices and oversaw collections from clients and suppliers.

General Accountant

February 2021 – December 2022

Adami Pharma Pharmaceutical Company

- Handled general accounting tasks, including financial recordkeeping and reporting.
- Managed accounts receivable and payable.
- Ensured compliance with financial regulations and company policies.

General Accountant

2 Years

- Recruitment Office, Najran - Saudi Arabia
- Managed daily cash flow and financial records.
- Supervised payroll, client accounts, suppliers, and payments.
- Monitored bank transactions and cheques.
- Handled debts and payment processes.

2 Years

General Accountant

Pharmaceutical Company - Egypt

- Monitored daily cash flow and financial records.
- Managed payroll, client accounts, and suppliers.
- Used QuickBooks accounting software to track all financial transactions.
- Managed cash register and payment processes.
- Monitored bank accounts and outstanding debts.

COMPUTER SKILLS

- Proficient in Ms Office Suite (Word, Excel, PowerPoint).
- Expertise in QuickBooks software for accounting operations.
- Experienced in Internet Research and Email Communication.
- Skilled in Power BI for data visualization and reporting

SKILLS

- Excellent communication and interpersonal skills.
- Strong analytical listening and decision-making abilities.
- Skilled in managing invoices, collections, and maintaining client relationships.
- Competent in handling bank statements and transaction follow-ups.
- Flexible, quick learner, and dedicated worker.
- Ability to work effectively under pressure with minimal supervision.

LANGUAGES

- Arabic: Mother Tongue.
- English: Good.

PERSONAL DATA

- Nationality: Egyptian
- Date of Birth: 12\7\1997
- Marital Status: Single
- Gender: Male

CONTACT

Address: Damam - Saudi Arabia

Phone number : +966-511894241

Email: mahmoudelshaprawy83@gmail.com

COVER LETTER

Dear Sir,

I hope you are doing well.

My name is Mahmoud Mohamed Abd El Hamied Abd El Hady, I am writing to express my interest in the General Accountant position at your Company , as advertised. With over 4 years of experience in general accounting, including financial recordkeeping, invoicing, and bank transactions, I am confident that my skills and expertise align well with the requirements of this role. I am excited about the opportunity to contribute to your team and support your company's financial operations.

In my previous roles at Recruitment Offices and Adami Pharma Pharmaceutical Company in Saudi Arabia, I managed a range of accounting functions including accounts receivable and payable, payroll, and financial reporting. I have a strong command of accounting software such as QuickBooks and Power BI, and I am proficient in handling bank transactions and reconciliations.

I am also skilled in building and maintaining strong client relationships, ensuring compliance with financial regulations, and working under pressure to meet deadlines.

I hold a Bachelor of Commerce in Accounting from Menoufia University, Egypt, and I have continually improved my technical skills and analytical capabilities throughout my career. My communication, problem-solving, and decision-making abilities, combined with my flexibility and strong work ethic, have been instrumental in managing and overseeing financial operations efficiently.

I am eager to bring my expertise and drive to your Company, contributing to the accuracy and growth of your financial operations. I would appreciate the opportunity to discuss how my experience can benefit your team further.

Thank you for considering my application. I look forward to the possibility of joining your esteemed organization.

Kind regards,

✓chyonQ ✓ohcyeQ