

MOHAMED ELDEEB, DipIFR (ACCA)

نسخة عربية

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Professional Summary

Senior Accountant with over 6 years of experience managing the full accounting cycle within manufacturing and trading environments. Skilled in financial reporting in accordance with IFRS, financial statement preparation, VAT & ZATCA compliance, bank financing, ERP systems, payroll, fixed assets, inventory accounting, and external audit coordination. Holder of the ACCA Diploma in International Financial Reporting (DipIFR).

Professional Certifications & Qualifications

- **ACCA Diploma in International Financial Reporting (DipIFR)**
- **Higher Diploma In Economics Of Financial Markets**
- **SOCPA VAT Specialist Certificate Course**
- **Certified Chief Accountant – Financial Reporting & Financial Statement Preparation**
- **Internal Quality Auditor Training Certificate (ISO 9001)**

Technical Skills

- **IFRS | Financial Statements | General Ledger | Accounts Payable | Accounts Receivable | VAT & ZATCA.**
- **Microsoft Office: Advanced Excel, Word & PowerPoint.**
- **ERP Systems: SAP Business One, Odoo, QuickBooks.**
- **Advanced Computer Skills (Windows Administration, Software Troubleshooting & Accounting Systems).**
- **English: Professional Working Proficiency.**

Experience

Senior Accountant

MISHKAT ALKHAIR CO. — Hafez Furniture Factory *Jeddah, KSA* **07/2024 – Present**

- **Managing the full accounting cycle for a manufacturing company. Supervised and updated the chart of accounts, ensuring accuracy of balances in the trial balance.**
- **Prepare monthly and annual financial statements and coordinate year-end closing.**
- **Coordinate with internal and external auditors and supporting documentation for annual audits.**
- **Prepare and submit VAT returns and ensure full compliance with ZATCA regulations.**
- **Manage bank transactions, perform bank reconciliations, and prepare documentation for financing applications**
- **Monitor Accounts Payable, Accounts Receivable, reconciliations, and cash advances.**
- **Review supplier invoices and ensure compliance with purchase orders and goods receipt before posting.**

- Prepare fixed asset depreciation schedules, and end-of-service benefit provisions.
- Prepare monthly payroll from start to finish, including attendance and absence tracking, employee advances and deductions, WPS file preparation, and uploading payroll files to the bank..
- Support inventory accounting by reviewing inventory-related financial transactions and ensuring accurate financial records.
- Participate in implementing and maintaining the ISO 9001 Quality Management System within the Procurement and Warehouse departments.

Payable Accountant

YUNITCO (Trading & Industry) *Yanbu Industrial, KSA* 11/2023 – 07/2024

- Managed Accounts Payable operations, ensure the accuracy and processing of supplier invoices and payments.
- Reviewing the documentation cycle from purchase requests to invoicing, and preparing supplier journal entries and processed Accounts Payable transactions using SAP Business One.
- Reviewing accounts and conducting monthly reconciliations with suppliers to ensure balance accuracy and verify recorded invoices.
- Preparing payment orders for processing supplier payments via bank transfers or cash, in accordance with company policies.
- Monitored the procure-to-pay (P2P) cycle from purchase requests to invoice processing, ensuring compliance with internal controls.

Financial Accountant

Kadmar Travel *Sultan Hussein, Alex* 02/2023 – 11/2023

- Assisted in preparing tax returns, including VAT, Withholding Tax, and Corporate Income Tax.
- Prepared financial schedules and supporting documentation for external audits and tax requirements.
- Prepared the company's tax examination files and supporting documentation for tax audit purposes.

Jr. Tax Accountant

Shalsh & Hegab Office *Mansheya, Alex* 06/2020 - 12/2022 Full Time
12/2022 - 11/2023 Part Time

- Maintained accounting records and prepared daily journal entries for multiple clients across various industries.
- Assisted in prepare quarterly and year-end financial statements, include Balance Sheet and Income Statement.
- Monitored Accounts Payable (A/P), Accounts Receivable (A/R), and performed bank reconciliations to ensure the accuracy of financial records.
- Assisted in preparing tax returns and supporting documentation in compliance with tax regulations.
- Collaborated with senior accountants to support month-end and year-end closing activities.

Education

Postgraduate Diploma Faculty Of Commerce 2020 *Damanhur University* 02/2019 - 08/2020

- Diploma In Economics Of Banking And Financial Markets With A 3.6 GPA.

Bachelors Of Commerce Faculty Of Commerce 2018 *Damanhur University* 07/2013 - 02/2018

- Major In Finance And Business With A Very Good Grade.

Additional Experience

• **Sales Consultant**	**Amer Group**		***Sidi Gabir, Alex***	**05/2019 - 01/2020**
• **Photography Designer**	**Mirage Studio**		***El Beheira***	**03/2018 - 04/2019**