***Personal Data :***

University : Ain Shams University Birth Of Date : 20\11\1985

University Degree : Bachelor of Commerce. (B.C Of Commerce-2006)

Social Status : single Religion & Nationality: Muslim - Egyptian

Job : Senior Accountant- Oracle Accountant(implementor)

***Employment History***

***From September 2014 Untill This Time***

Zoman Mohammed Al-Hajri & Partners Co. Contracting(Saudi Arabia Kingdom)

Receivable Accountant:

* Preparation Of Revenue Invoices (Isssuing All Abstract For All Projects)
* Updating Accounts Receivables Ageing Schedule
* Preparation Monthly Revenue Schedules
* Follow Up Completion Rate With Engineers For All Projects
* Solve Any Problems From Issuing Abstracts Untill Acceptance From The Owner Of The Project
* Verifies And Posts Accounts Receivable Transactions To Ledgers And Other Records .
* Follows Established Procedures For Processing Receipts , Cash Sorts And Files Documents After Posting
* Responsible For Recording Customer`S Receipt Transaction Into System And Customer Invoices File
* Ensure Payments Are Collected From All Customers As Per Due Dates
* Recommend And Implement Policies, Operating Procedures And Processing Methods To Ensure Efficient And Accurate Processing Of Accounts Receivable Transactions

Payable Accountant:

* Logs The Invoices In Oracle Normally Known As Parking Of The Document After Verifying The Invoices
* Processes Invoices By Accuracy Of Amounts And Relevant Details, Ensuring Compliance With Contractual Provision And Complete Authorization
* Ensures Posting To Correct GL &Standard Financial And Accounting Procedures
* Assists Head Of Accounts Payable In Preparing Various Month\ Year End Accounts Primarily Of Service Contractors To Facilitate Accurate And Timely Submission Of Report To Management
* Prepares Weekly Report For Outstanding Parked Invoices Of Various Departments To Facilitate Resolving Of Issues If Any Consequently Accounting Of All Invoices & Prepare Book Payments To Suppliers On Weekly Basis.
* Reconciles Vendor Accounts With in Responsible Area In May And November Each Year To Assist Others If Required
* Assist In Preparing Contractor\Vendor Invoices Process And Park Via ERP System
* Be Able To Review And Rectify Errors On Charge Code And Other Type GL Code Errors
* Verify That Transactions Comply With Financial Policies And Procedures
* Contact Suppliers When Required To Discuss Relevant Payments, Receipts Vouchers
* Additional Responsibilities Such As Filing Contracts, Handling Client Requests, Handling Databases Related To Vendors Of The Company

Payroll Accountant:

* Assit In Payroll Preparing And Data Gathering For Advances , Overtime , Deduction , Attendance , Keeping Records And Distribution Of Salary Slips To Employees
* Prepare The Monthly Payroll, Bank Transfer To Employees Accounts And Reconciliation Between Current Month And Previous Month
* Be Able To Contribute And Support In The Monthly Payroll Review And Posting Activities And Preparing Employee`S End Of Service And Final Statement Calculation

Bank Accountant:

* Daily Bank Reports , Daily Receipt Voucher And Payment Vouchers , Bank Deposits And Post Journals For Lc Invoices
* Follow Up Opening Letter Of Credits , Customer Advice ,Amendment For L C (Amount &Period)
* Issue Different Letters Of Guarantee (Opening & Amendment Period And Amount)
* Budget Reports For Cash Inflows From Abstract And Cash Outflows For Monthly Liabialities
* Prepare Monthly Bank Reconciliation At End Of Each Month And Control It As Per Policy And Updates Bank Accounts
* Banking Relationship Management
* Follow Up Contract Facilities For Company And analyze items of facilities from where Monthly Commission , Finance For( Lc Invoices And Abstracts , Isssuing Letters Of Guarantee)

Fixed Assets Accountant:

* Recoed Fixed Asset Acquisitions, Disposal Or Trans Between Different Business Units In Oracle
* Work Closely With Project Management And Finance To Capitalize Cwip Accounts Once The Related Projects Have Been Completed
* Reconcile The Balance In The Fixed Asset Subsidiary Ledger To The Summary-Level Account In The General Ledger
* Review And Update The Detailed Schedule Of Fixed Assets And Control Accumulated Depreciation Schedule
* Conduct Analyses Related To Fixed Assets As Requested By Management
* Recommend To Management Any Updates to Accounting Policies Related To Fixed Assets

General Responsibilities:

* Entering Information In The ERP System (Oracle R 12)
* Updating Various Spreadsheets Having Expense\ Accrual Schedules
* Participate In Special Accounting \Administrative Projects As Required
* Work With Chief Accountant To Ensure Timely And Accurate Flow Of Accounting Data
* Resolve Accounting Discrepancies And Verifies The Adjustments And The Accounts Involved
* Support In Reconciling Accounting Records As Needed
* Inter Company –Book All The Debit Notes And Credit Notes Related To Intra Companies ,Confirm Balance With Inter Company Each Month
* Reconciles Financial Discrepancies By Collecting And Analyzing Account Information
* Assist In The Budget Plan

***From July 2011 Untill July 2014***

**Amlak Company For Contracting & Supplies . (Egypt)**

**Job :** Senior Accountant

**Job Tasks :**

* Posting General Journals To General Ledger Also Sub-Ledger And Preparation Monthly Trial Balance .
* Verifies And Posts Accounts Receivable Transactions To Ledgers And Other Records .

Prepares Weekly Report For Outstanding Parked Invoices Of Various Departments To Facilitate Resolving Of Issues If Any Consequently Accounting Of All Invoices & Prepare Book Payments To Suppliers On Weekly Basis.

* Continuous Stocktaking For Store House , Fixed Assets And Maintain Depreciation سؤاts and maintaindepreciation eer also sub-ledger and preparation monthly trial balanceSchedules Also Preparation Of Monthly Bank Statements And Reconciliation .
* Prepare Tenders From Where (Opening Primary Guarantee Letters, Pricing Book Tender, Formal Cover Letter To The Owner Of Project)
* Preparation Closing & Adjusting Entries For Financial Year , Financial Statements (Income& Balance Sheet Statement) And Financial Analysis .
* Preparation Financial Performance Reports To Projects From Where Achievement Percentage, Profitability , Their Expenses And Revenues .

***From May 2010 Untill May 2011***

**Ta Office For Accurating Accounts And Tax Expert . (Egypt)**

**Job :** Senior Accountant

**Essential Functions And Basic Duties:**

* Assist The Chief Accountant In The Preparation Of Company's Financial Statements And Reporting Requirements By Providing Supporting Schedules & Manage Internal Control Documentation And Compliance Reporting
* Provide Analytical Support Relating To Financial Statements And Ledger Accounts
* Maintain Fixed Asset And Depreciation Schedules & Preparation Of Approving The General Sales Tax
* Prepare Journal Entries And Relay It To Accounting Books According To Different Accounting Methods.
* The Preparation Of The Memorandum Of Settlement Of Bank Statements .
* Prepare The Annual Trial Balances And Financial Statements

***From Feburary 2007 Until March 2010***

**Company For Contracting And Trading (Saudi Arabia Kingdom )**

**Job :** Junior Accountant - Financial Accountant

**Functional Responsibilities :**

* Preparation Of Sales Invoices & Delivery Receipts **&** Prepare Monthly Reports About Customers And Vendors
* Prepare Monthly Reports About Balance customers , Vendors ,Sales ,Purchases And Reconciliations Between Branches
* Receive Documents For Payment Processing And Assign Account Codes For Posting.
* Performs Periodic Physical Inventory Count Of All Inventory Items (Construction Materials) & Supplies
* Prepare The Annual Trial Balance For customers Acccounts .
* Supervises The Process Of The Yearly Fixed Assets & Participates In The Budget Preparation.
* Maintain Fixed Asset And Depreciation Schedules & Maintain Bank Accounts And Monthly Reconciliation
* Preparation Annual Reports And Financial Statements
* Maintain Bank Accounts And Monthly Reconciliation
* Prepare Tenders After Pricing And Follow It Up
* Preparation Special Reports About Projects Costing , Revenues And Expenses .
* Preparation Different Guarantee Letters And Opening Letter Of Credits For Vendors.

***Training Experiences &Skills:***

***Additional Functions For ERP System (Oracle R 12)***

* Support ERP Users In All Oracle ERP Modules (GL, AR, AP, FA ,CM)
* Ability To Implement All Financial Transactions Such As (Journal Entries, Creating Invoices And Their Payments, Fixed Assets Schedules , Invoice Process For Customers And Their Receipts , Close All Financial Transaction In Cash Management And General Ledger) .
* Complete GL Account Reconciliations As Assigned By Supervisor.
* Implement/Train Users On New Functionalities.
* An English Financial Accounting Course At Ain Shams University.
* **Accounting Programs**:

(Quick Book – Peachtree – El-Motafawk –El-Motakamel- El-Baseet – Segments- Oracle R 12)

* **Office Programs**: (Word– Excel –Access) .
* **Language :** English Very Well (Written, Speaking) .
* Desire To Work In A Team-Oriented Environment & Planning And Organizing And Problem Analysis .
* Ability To Observe , Solve Problems ,Dedication And Ability To Work Successfully With Others In Ateam



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