Personal info Hisham



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Egyptian

09/01/1990

Accounting and Audit Plant Manager Assistant

Profile



**Who Am I ?**

**I’m dedicated professional accountant able to perform all accounting responsibilities efficiency with more than 3 years experience in Accounting and sales field in Saudi Arabia .**



**My strengths include strong communication skills , accuracy , fast Learner, highly organized, detail oriented , problem solver and positive attitude.**



**Achieved the best package plant for grain and fodder in Saudi Arabia while I was working in the plant.**



**Increased plant sales with 30 % .**



**Increased customer numbers to 200 customer.**



**Seeking to work with a company to improve my skills and refresh my career path**



**.**

Work experience



09/2014 – 03/2018 **Accountant / sales representative**

Jubail , Saudia Arabia

**Implemented financial statements of the plant ( journal, ledger, budget) Implemented the daily reports of the incoming and outgoing stock movement of the plant .**



**Implemented , analyzed and send daily sales reports to the company's management .**



**Handled with Receivables and Payables by receiving and checking their invoices . Issued daily sales invoices to customers *( increased sales with 30 %).* Implemented and analyzed the monthly and annual inventory adjustment of the plant and send it to the competent authorities .**



**Implemented of all accounting reports of the Receivables and the Payables of the plant.**



***Increased customer numbers to 200 customer.***



***Achieved the best package plant for grain and fodder in Saudi Arabia while I was working in the plant .***



06/2012 – present **General Accountant**

As an Accountant I can do

**Determines payroll requirements; maintains payroll data; prepares and processes monthly payrolls .**



**Interacts with internal and external auditors in completing audits .**



**Explain billing invoices and accounting policies to staff, vendors, and clients . Implement and review budgets, revenue, expenses, payroll entries, invoices, and other accounting documents .**



**Analyze and review budgets and expenditures for local, state, federal and private funding, review contracts, and grants .**



**Implement profit and loss statements and monthly closing and cost accounting reports .**



**Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control .**



**Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions .**



**Supervise the input and handling of financial data and reports for the company's**



**automated financial systems .**

**Resolve accounting discrepancies .**



Education



11/2016 – present **Preparing course in PMP**

Certificate Institution , Jubail , Saudia Arabia

**Preparing course in professional project management ( PMP )**



**GPA : 92%**



08/2015 – present **Successful seller skills course / Digital Marketing Foundation**

Online Instructor , Jubail , Saudia Arabia

**GPA : 95%**



09/2008 – 06/2012 **General Accounting / Public Management**

Sohag University , Sohag , Egypt

**Bachelor of Commerce**



**GPA : 64 %**



Skills



|  |  |  |  |
| --- | --- | --- | --- |
| **Language** |  | **Computer skills** |  |
| Arabic |  | Microsoft Office 365 |  |
| English |  | Internet |  |
|  |  | Quick Box |  |
|  |  | Xero |  |
| **Interpersonal skills** | |  |  |
| Communication skills |  |  |  |
| Work under pressure |  |  |  |
| Highly Organized |  |  |  |
| Fast Learner |  |  |  |
| Detail Oriented |  |  |  |
| Accuracy |  |  |  |
| Problem- Solving |  |  |  |
| Work in fast paced |  |  |  |
| environment |  |  |  |
| Creative |  |  |  |