

Ahmed Fouad Hamed

Account Manager | Accounting & Budgeting Management Information System

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Summary

A dedicated and professional **Account Manager** with over 10 years of experience in the Accounting sector where I worked as an account officer, financial accountant and treasury officer. Holder of a Bachelor's degree in Management Information system and proven track record of improving financial performance, optimizing cash flow, and enhancing profitability and establishing a comprehensive accounting system for the organization, encompassing inventory management, customer accounts, and supplier accounts. Adept at financial analysis, budgeting, and forecasting, as well as treasury management, cash flow optimization, and risk mitigation. Proven expertise in preparing and submitting the organization's tax returns and Income Tax Authority in a timely manner. Effective leader who performs well in a collaborative environment with coworkers, managers, and clients. Seeking to work in an environment that is conducive to my intellectual, professional, and personal growth, where I can contribute significantly to the growth of the team/organization with strong experience and expertise leading to success.

Professional Experience

Account Manager – 08/2023 to present

Food Products Company, Gulf Space Centers – Al Forsan Central Mall), Kingdom of Saudi Arabia

- Establish a comprehensive accounting system for the organization, encompassing inventory management, customer accounts, and supplier accounts.
- Integrate full product categories and assign their respective barcodes for efficient inventory tracking and management.
- Ensure daily addition of complete purchase invoices and diligently monitor inventory movement, procurement, and sales transactions.
- Conduct thorough follow-ups on treasury activities to maintain financial integrity and compliance.
- Meticulously prepare and submit the organization's tax return to the Zakat and Income Tax Authority in a timely manner.
- Continuously assess and improve accounting processes and procedures to enhance overall efficiency and accuracy.
- Liaise with internal departments to gather necessary information for accurate accounting records and reporting.
- Analyze financial data and generate regular reports for management review, providing insights and recommendations for strategic decision-making.
- Collaborate with external auditors during annual audits, ensuring compliance with regulatory requirements and internal policies.
- Proactively identify and address potential financial risks or discrepancies, implementing corrective actions as needed to mitigate any adverse impacts.
- Stay updated on changes in accounting standards, tax regulations, and industry best practices, integrating relevant updates into the organization's accounting processes.

Financial Accountant – 01/2020 to 08/2023

Modern Sports Home Company, Al Mansoura, Egypt

- Conducted financial analysis and reporting, including preparation of monthly financial statements, variance analysis, and financial performance metrics.
- Managed accounts payable and accounts receivable functions, ensuring timely processing of invoices, payments, and collections.
- Assisted in budgeting and forecasting processes, providing financial insights and recommendations to support strategic planning and decision-making.
- Ensured compliance with accounting standards, tax regulations, and internal controls, collaborating with auditors and stakeholders as needed to maintain financial integrity.

Financial Accountant and Treasury Officer – 01/2019 to 01/2020

“Made in Egypt” commercial center in Talkha, Talkha, Egypt

- Oversaw the financial accounting operations of "Made in Egypt" commercial center in Talkha, ensuring accurate recording of transactions, preparation of financial statements, and compliance with regulatory requirements.
- Managed accounts payable and accounts receivable processes, including invoice processing, vendor payments, and customer collections, to maintain healthy cash flow and minimize delinquencies.
- Conducted regular reconciliation of bank accounts and other financial accounts to ensure accuracy and identify discrepancies.
- Coordinate with internal departments to gather financial data and support budgeting, forecasting, and financial planning processes.
- Monitored and manage the organization's treasury activities, including cash flow management, investment decisions, and banking relationships, to optimize liquidity and maximize returns.
- Prepared and analyze financial reports and key performance indicators (KPIs), providing insights and recommendations to management for strategic decision-making.
- Ensured compliance with tax regulations, including timely filing of tax returns and payments, and collaborate with external auditors during audits to ensure adherence to accounting standards and regulatory requirements.
- Implemented and maintained effective internal controls and procedures to safeguard assets, prevent fraud, and ensure financial integrity.
- Stayed updated on industry trends, accounting standards, and regulatory changes, integrating relevant updates into the organization's financial processes and practices.

Financial Accountant – 01/2018 to 01/2019

Sajida Office for Wholesale Gulf “Abayas”, Al Mansoura, Egypt

Financial Accountant – 2017 to 2018

Modern Sports Home Company, Al Mansoura, Egypt

Financial Accountant and Treasury Officer – 2014 to 2017

Charisma Laptop Enterprises, Al Mansoura, Egypt

Cashier – 2013 to 2014

Al-Omda Restaurants (Forsan Al-Mahalla), Talkha, Egypt

Technical operator – 2010 to 2013

Al-Majd Specialized Hospital – Talkha, Egypt

Courses & Certifications

- ✓ **English Language Proficiency courses – 5 levels**
- ✓ **ICDL Course (Word – Excel – PowerPoint)**
- ✓ **Human Development and the way to success Course**
- ✓ **Professional Financial Accountant Certification**
Professional Accountant Training Center

Education

Bachelor's degree in Management Information Systems MIS – 2015

Equivalent to Bachelor of Commerce, Department of Accounting

Delta University for Science and Technology, Faculty of Business Administration, Dakahlia, Egypt

Skills & Expertise

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| <ul style="list-style-type: none">• Leadership & Team Management• Communication & Negotiations• Decision Making & Problem Solving• Critical & Analytical Thinking• Time Management• Microsoft Office (Word, PowerPoint, Excel)• Cash flow management• Financial reporting• Treasury management• Financial Analysis | <ul style="list-style-type: none">• Afgropel Accounting Program• Sahl Accounting Program• AlBasit Accounting Program• Access Internet• Budgeting and forecasting• Compliance and regulatory knowledge• Adaptability & Flexibility• Attention to detail & Accuracy• Project management and Administration• Accounting principles | <ul style="list-style-type: none">• Management & Organization• Team Player & Team Work• Ethical Conduct & Integrity• Multitasking• Working under pressure• Documentation• Verbal and Written Communication• Organizational Skills• Interpersonal Skills• Presentation Skills• Windows Proficiency |
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Languages

Arabic: Native | **English:** Fluent | **French:** Fluent