



## Tarek Ebrahim ELTABAKH

**accounting manager**

at VINA RESTAURANTS COMPANY

**Location:** Hafr Albaten, Saudi Arabia

**Education :** Bachelor's degree, المحاسبه

**Experience:** 20 Years, 7 Months

### CONTACT

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**Location:** Hafr Albaten, Saudi Arabia  
**Name:** Tarek Ebrahim ELTABAKH  
**Mobile Phone:** +966.583652346  
**Country:** Hafr Albaten, Saudi Arabia  
**Email Address:** [t.tabakh@hotmail.com](mailto:t.tabakh@hotmail.com)

LAST ACTIVITY: 2022-08-02

REF.: CV9689876

### TARGET JOB

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**Target Job Title:** accounts manager,chief accountant

**Career Level:** Management

**Target Job Location:** Saudi Arabia; Egypt

**Career Objective:** accounting manager with 15+ years of experience good in English and computer skills .

Able to face crises, analysis and appropriate to the Accounting and Auditing Office Reviewing and controlling costs, limiting waste, identifying gaps, and making meetings with departments to explain problems and variables and how to face them.

The primary goal of the business group is to achieve the best results in the fastest time, at the lowest costs, in a competitive market environment

**Employment Type:** Full Time Employee

**Notice Period:** 1 month or less

## PERSONAL INFORMATION

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Date of Birth 2 November 1975 (Age: 46)

Gender Male

Nationality Egypt

Additional Nationalities -

Residence Country Hafr Albaten, Saudi Arabia

Visa Status Residency Visa (Transferable)

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Name in Arabic طارق الطباخ

Marital Status Married

Number of Dependents 3

Driving Licence Issued From Egypt; Saudi Arabia

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## EXPERIENCE (20 YEARS, 7 MONTHS)

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August 2013 - Present

### accounting manager

at VINA RESTAURANTS COMPANY

**Location:** Hafr Albaten, Saudi Arabia

**Company Industry:** Catering, Food Service, & Restaurant

**Job Role:** Accounting and Auditing

1-Control the documents issued and received by the Accounting Department, and ensure that they are correct and contain the necessary signatures

2-Supervising and reviewing the recording of restrictions on accounting software(ERP)

3-Participate in the periodic and annual inventory of fixed materials and assets and their compliance with their accounts

4-Preparing monthly settlements and preparing bank reconciliation statements monthly

5-Supervising the preparation, study and analysis of audit balances and periodic financial reports

6-Preparing financial reports and final accounts at the end of each time period

7-Displaying the necessary ratios and statistics that express profit and loss rates, costs of all kinds and damages, debt-recovery rates, payment and collection rates

8-The ability to face economic crises and bottlenecks and study competitors

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January 2008 - June 2013

### Auditor suppliers and notes payable

at premix -concrete

**Location:** Cairo, Egypt

**Company Industry:** Construction & Building

**Job Role:** Accounting and Auditing

Follow up vendor accounts on computer and documents

And matching Periodic Review monthly balances with suppliers account statements vendor

Review of procurement contracts for suppliers in terms of a change in prices or supply route of the company

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Issuance of notes payable for each resource for each extract supply with identifying the necessary discounts  
Follow each source with payroll check bank accounts to cover the checks  
Analytical detection per month for each supplier and the volume of transactions and monetary supply and payment / order and identify problems  
Action Lists monthly bank reconciliations to know the actual due and Mtaigh then disclose the actual bank account

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November 2001 - December 2005

## General Accountant

at deplomatic restaurant

**Location:** Riyadh, Saudi Arabia

**Company Industry:** Catering, Food Service, & Restaurant

**Job Role:** Accounting and Auditing

, recoding, controlling, reporting to head sector  
booking, computerized .  
stuff controlling to get target, low cost and waste .  
receiving all equipments with labels card and all date .  
all purchasing orders manually and computerized  
the same ways for outcome items .  
preparing monthly, yearly reports contain all date about  
catering (counters, items, waste, consumption, stuff, all expenses...)

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April 1999 - February 2001

## junior accountant

at Hesham Amer for accounting, auditing

**Location:** Cairo, Egypt

**Company Industry:** Accounting

**Job Role:** Accounting and Auditing

training in accounting office, preparing some sheets  
and filing all documents  
assorting Data for companies  
arrange daily plans for auditing  
many knowledge for all classification all accounting information  
Application of accounting standards  
following Accounting books, GL, AL, diary entries

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## EDUCATION

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### Bachelor's degree, المحاسبه

at Tanta universiy - Faculty of Commerc Major : Accounting Departme

**Location:** Tanta, Egypt

May 1998

**Grade:** 3 out of 1

تدريبات وأنشطه جامعيه خاصه بمجال الحسابات وايضا بعد التخرج مباشره تدريب في شركات تامين ومكاتب محاسبه وأنشطه محلات تجاريه حتي بدايه  
الاستقرار في احد المؤسسات وكيل شركه سوني في القاهر



## SPECIALTIES

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### Food Cost

Questions: 0

Answers: 0

### Vendor

Questions: 0

Answers: 1

### Procurement

Questions: 0

Answers: 0

### Payroll

Questions: 0

Answers: 0

### Action Planning

Questions: 0

Answers: 0

## SKILLS

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### الحرص والدقة

Level: (Expert)

## LANGUAGES

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### English

Level: (Intermediate) | Experience: More than 10 years

## REFERENCES

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### محمد الهادي

Job Title: مدير مالي

Company Name: مجموعة المنيع (مستوصفات ومطاعم)

Phone Number: +966.0565996868

Email Address: [lalaldld@yahoo.com](mailto:lalaldld@yahoo.com)

### رأغب محمود فهمي

Job Title: المدير المالي والاداري

Company Name: شركة بريمكس للخرسانه الجاهزه

Phone Number: +20.0106637853

Email Address: [ragheb@premixco.com](mailto:ragheb@premixco.com)

## MEMBERSHIPS

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نقابه التجاريين

Membership/Role: محاسب حر

Member since: October 1998

## TRAINING AND CERTIFICATIONS

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(Certificate) شهادة الحصول علي المستوي +5 في اللغة الانجليزيه

Issued in: April 2003

## HOBBIES AND INTERESTS

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football

social media