

MOHAMED FATHY ELSAYED

PROFESSIONAL SUMMARY

Over 6+ years of experience in Accounting and Finance industry as Trading and Manufacturing, Food and beverages companies. Excellent analytical, quick learning and problem-solving skills with a desire to work in a team-oriented environment.

where my analytical, academic and professional skills can be used to the benefit of the organization as well as my career growth.

Have good knowledge in using MS office.

Have good presentation, written and oral communication skills and good problem-solving skills.

Have good team spirit, goal oriented and high interpersonal skills

WORK HISTORY

General Accountant, 11/2019 - Current

Prime Food Co., Riyadh, Saudi Arabia

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments



Riyadh, Saudi Arabia
22334



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SKILLS

Work experience as an Accountant

- Hands-on experience with accounting software like FreshBooks and QuickBooks
- Advanced MS Excel skills including VLOOKUP's and pivot tables
- Experience with general ledger functions
- Strong attention to detail and good analytical skills
- BSc in Accounting, Finance or relevant degree
- Excellent written and verbal communication
- VAT returns
- Calculating liabilities
- Self-motivated professional
- Tax law understanding

- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

Accountant , 03/2016 - 04/2019

Elswedey Printing Co, Cairo, Egypt

- Preparing accounts payable check runs and printing checks
- Reconciling account balances and bank statements
- Maintain general ledger
- Reconcile accounts payable and accounts receivable
- Month-end/year-end close procedures
- Sales tax reconciliation and submission
- Assist in preparing financial statements
- Assessing internal controls, including risk assessments and reviews of risk areas
- Performing monthly balance sheet, income statement and changes in financial position/budget variance analyses
- Assisting in the design and preparation of budgets for review by management
- Maintaining and reconciling fixed assets schedules
- Supervising accounting staff
- Ensure compliance with GAAP principles
- Strong knowledge of or experience in processing payroll.

EDUCATION

Bachelor of Business Administration, Accounting,

05/2010

Zagazig University - Cairo, Egypt

LANGUAGES

Arabic: Native language

English: B2

Upper intermediate