

Mohamed Hassan Mohamed



Experience:

Chief Accountant.

Senior Accountant.

Accountant Payable
Supervisor.

Payroll.

Cost Controller.

Account Receivable.

Income Auditor.

CONTACT

Address:

Makkah Al Mukarramah
Saudi Arabia.

Phone:

+966 566097016

Email:

mohamed.hassan15983@gmail.com

Gender:

Male

Age:

39 Years

Nationality:

Egyptian.

LANGUAGES:

Arabic – Mother Tongue

English - Fluent

OBJECTIVE

To safeguard the financial integrity and stability of the hotel and minimize any exposure to potential risks. To ensure the timely and accurate posting and payment of invoices.

WORK EXPERIENCE

Sheraton Makkah Jabal Al Kaaba

Chief Accountant: From February 2023 Till Present

Jeddah Marriott Madinah Road



Assistant Accounting Manager: From May 2022 Till January 2023

JW Marriott Burj Rafal Saudi Arabia Riyadh



Senior Accountant: From August 2021 Till May 22.

Responsibilities:

- Assist in all accounting positions as needed.
- Assist in the completion of the monthly general ledger accounts.
- Assist with reconciliation of hotel bank accounts.
- Analyze and complete special projects assigned by controller or assistant controller.
- Complete tax forms in time for yearly filling.
- Assist office staff with guest inquiries as needed.
- Assist in the month end financial closing.
- Complies with Ritz Carlton health, safety and hygiene standards
- Maintains the books of accounts.
- Prepare statutory books and year-end closing.
- Prepare Income Tax, Property Tax, VAT and other declarations.
- Control of the cashier function and bank accounts.
- Assist the Assistant Director of Finance for performance of month end closing.
- Complete intercompany invoices.
- Maintain important accounts.
- Follow ups and reconcile intercompany and balance sheet accounts.
- Prepare monthly standard journal vouchers.
- Prepare policy & procedures for new functions in operations.
- Supervise accounting staff.
- Check bank accounts, balances, and prepares "Cash Bank Report".
- Performs other duties assigned by his/her supervisor.
- Supervise Paymaster, General Cashier, Accounts Payable duties.
- Schedules, attends, and participates in meetings as needed.
- To follow fire and work safety regulations.

Educational Qualification

Faculty of Commerce 2005
Degree Bachelor-Accounting

Skills:

Forecasting.
Budgeting.
Reconciliations.
Balance Sheet.
VAT
WHT
P&L



JW Marriott Burj Rafal Saudi Arabia Riyadh

Accounts Payable: From May-2020 Till July-2021

Responsibilities:

- ✿ Invoices are paid within the established time limits. Payment runs are processed weekly.
- ✿ Invoices and accruals are posted in the corresponding month.
- ✿ All invoices are coded correctly and have the corresponding approval.
- ✿ Responsible for receiving and verifying accuracy of invoices for goods and services.
- ✿ Responsible for reviewing coding of invoices for accuracy and completeness.
- ✿ Responsible for ensuring all payments are made accurately, on time, and with the proper authorization and back-up.
- ✿ Responsible for posting invoices and preparing the weekly payment run.
- ✿ Responsible for ensuring that all early payment discounts are taken.
- ✿ Responsible for creating and updating vendor list.
- ✿ Responsible for monthly reconciliations of A/P Trade account and designated month end journal entries.
- ✿ Responsible for preparing the accrual for invoices received after closing and for goods and services not yet invoiced.
- ✿ Responsible for maintaining an organized filing system for open and paid invoices.
- ✿ Responsible for performing any additional duties assigned by Management and assisting in other areas of accounting as needed.
- ✿ Responsible for maintaining Cash Clearing report every end of the month.
- ✿ Responsible for maintaining amortization and offset prepaid invoices and reconciled accrual invoices.
- ✿ Responsible for communicating with supervisor on any

discrepancies in invoices or other potential problems.

Burj Rafal Hotel Kempinski Saudi Arabia Riyadh 

Cost Controller: From December-2017 Till April-2020

Responsibilities:

- ✿ F&B POS system is up date with current pricing.
- ✿ Cost reports are created and distributed monthly.
- ✿ Random spot checks are performed and documented.
- ✿ Stocks in storeroom and outlets are on par with demand period.
- ✿ Responsible for performing spot checks of the receiving of goods and verifying accuracy of deliveries.
- ✿ Responsible for performing spot checks in the culinary area and verifying yielding and wastage.
- ✿ Responsible for verifying that food recipes are accurate and have updated cost and sale prices, as well as compliance during preparation.
- ✿ Responsible for performing spot checks in Housekeeping, Laundry and Stewarding areas and verifying use of materials in regards to dosage and proper use.
- ✿ Responsible for performing spot checks in the bars and verifying recipes and portion standards are followed.
- ✿ Responsible for randomly auditing the market list and use of seasonal items.
- ✿ Responsible for performing audits to ensure that inventory movements are recorded correctly.
- ✿ Responsible for documenting and filing all findings and recommendation.
- ✿ Responsible for performing random inventories and verifying accuracy versus the perpetual inventory as well as that the stock levels are on par with current needs.
- ✿ Responsible for creating and distributing monthly cost reports
Daily Flash Food Cost-Bar Analysis-Departments Expenses Analysis-OS&E
Linen Inventories- Menu Engineering.
- ✿ Responsible for performing any additional duties assigned by Management and assisting in other areas of accounting as

needed.

- ✿ Responsible for communicating with supervisor on any discrepancies in invoices or other potential problems.

Additional responsibilities and tasks can be added at any time according to the needs of the business and of the hotel.

Asst. Cost Controller: June-2014 Till October-2017

Kempinski Nile Hotel Egypt



Store Keeper: From Mar-2011 Till May-2014

Responsibilities:

- ✿ To receive requisition orders from the various department heads, for prepare and issuing.

To ensure arrangement all received items as FIFO.

- ✿ To perform any other duties set by company policies, Management or supervisor and not included in the above job description.

- ✿ Responsible for storage of both food & beverage and operational stock.

- ✿ Responsible for day-to day check on the storage facilities for upkeep and hygiene.

- ✿ Able to follow standards for issuing and receiving stock within the stores. have understanding of standards of HACCP in storage practices.

- ✿ To possess reporting skills to be able to coordinate with the Cost Controller with proposals and day-to-day feedback on operational control.

Kempinski Nile Hotel Egypt



Receiving: From March-2010 – February-2011

Responsibilities:

- ✿ To ensure that delivery within the morning concerning most of the

supplies and at the right locations.

- ✿ To maintain the receiving area clear and in perfect sanitary condition.
- ✿ To keep the receiving office closed at any times and be sure all the security procedures are accurate and followed.
- ✿ Upon delivery of goods at the receiving area, to check that the relevant Purchase Order (PO) or Purchase Request (PR) has been well issued; if not, the delivery will be refused.
- ✿ Before accepting any goods, to check it in term of quantity and quality according to the requirements mentioned in the relevant PO/PR and the invoice from the supplier.
- ✿ Upon any reception, to call the store or requested department to arrange the transfer of the goods to their final location within the same day.
- ✿ To record in the Receiving Record all incoming goods.
- ✿ To issue at the end of the day the Summary Receiving Report.
- ✿ To collect at the end of the day all suppliers' invoices attached with respective PO.
- ✿ To breakdown the daily Summary Receiving Report in food, beverage, maintenance and general supply.
- ✿ To check total amount for each section and match the daily total amount with the all daily PO issued.
- ✿ To keep track of any short delivery.