

MAHMOUD MAHMOUD ABDULLATIF

SENIOR ACCOUNTANT

Riyadh KSA
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PROFILE

highly motivation and accuracy senior accountant with 13 years of experience of multiple accounting activities, commercial, construction, services and food and beverage companies. Seeking for position with an organization that offers opportunities for development and growth. strong leadership skills with ability to work well with teamwork, excellent time management skills and able to handle multiple tasks while adhering to strict deadlines.

AREA OF EXPERTISE

- VAT TAX, WAT TAX.
- MAINTAINS GL.
- MAINTAINS INVENTORY.
- COST CONTROL.
- REVIEW ENTRIES.
- MAINTAINS TRIAL BALANCE.
- MONTHLY CLOSING FS.
- AR/ AP.
- BANK RECONCILIATION.

PROFESSIONAL EXPERIENCE

SENIOR ACCOUNTANT, Fire Box Factory Company for Industry, RIYADH

NOV 2022 – YUL 2025

Daily transaction review and entries, Overview daily collect cash sales, Bank account reconciliation, Supplier adjustment statement of account, maintain inventory, Petty cash review, Prepare and upload VAT Tax document, Monthly closing adjustment, analysis and summarize data reporting to accounting manager, Overview annual budget with accrual sales and expense.

ACCOUNTANT, KTRAT ALOALOA FOR FOOD EST, RIYADH

OCT 2018 - NOV 2022

Follow up contract invoices, VAT Report and uploading, following petty cash, daily transaction entries, monthly inventory count, salaries preparation, coordination with supplier for purchasing, coordination with General Directorate of Health Affairs for collection of invoices

ACCOUNTANT, ALBANA GROUP, EGYPT

MAR 2012 - MAY 2018

Daily transaction entries, monthly inventory count, salaries preparation, participation in annual closing, tax report preparation, preparation of exportation invoices, petty cash following up.

EDUCATION

Bachelor of Commerce University of Banha.

2011

ADDITIONAL INFORMATION

- **Languages:** Arabic Native, English Good.
- **Courses:** Training with CPA MOHAMED HUSSIN ABDULLATIF

MAR 2010 - APR 2012

SKILLS

- Time management.
- Communication skills.
- Attention to detail.
- Expert Excel, Microsoft office.
- Hard worker
- Auto motivation.
- Team management.
- high accuracy.
- multi-tasking.