

ABDELMOTI ELSEHMAWY

JEDDAH | +966507432957 | sehmawyabdo1@gmail.com

SUMMARY

Skilled GENERAL ACCOUNTANT with in-depth knowledge of accounting processes and controls. Reliable in maintaining recordkeeping accuracy. Understands end-to-end impact of accounting and how to leverage data to improve business decision-making.

EXPERIENCE

07/2023 to 10/2024

General Accountant

MANAZEL JEDDAH REAL ESTAT AND Contracting COMPANY - JEDDAH , KSA

- Posted journal and ledger entries, prepared closed books.
- Completed detailed reviews of accounts and bookkeeping records to verify compliance with standards.
- Conducted thorough investigations into financial records and suspected malfeasance.
- Reconciled clients and bank statements and resolved discrepancies.
- Oversaw payroll operations, ensuring timely and accurate salary payments to all employees, Used Mudad platform.
- Prepared and submitted VAT returns for Real estate company complying with KSA tax obligations, used ZATCA platform.
- Improved accounting controls by recommending method.
- Created and improved cost centers to monitor projects
- Assisted in the preparation THE ANNUAL financial STATEMENTS

05/2016 to 06/2023

Chief Accountant

ATTIAH MECCA TRADING COMPANY - JEDDAH , KSA

- Completed detailed reviews of accounts and bookkeeping records to verify compliance with standards.
- Conducted thorough investigations into financial records and suspected malfeasance.
- Reconciled clients and bank statements and resolved discrepancies.
- Oversaw payroll operations, ensuring timely and accurate salary payments to all employees, Used Mudad platform.
- Prepared and submitted VAT Return complying with KSA tax obligations, used ZATCA platform.
- Improved accounting controls by recommending method.
- Assisted in the preparation THE ANNUAL financial STATEMENTS

11/2015 to 05/2016

Branch Accountant

ATTIAH MECCA STEEL COMPANY - MECCA, KSA

- Posted journal and ledger entries, prepared closed books.
- Completed detailed reviews of accounts and bookkeeping records to verify compliance with standards.

SKILLS

- Problem Solver
- INITATIVE
- Critical thinking
- Deadline management

EDUCATION

2012

Bachelor degree: Accounting
KFR EL-SHEIKH UNIVERSITY - KFR EL-SHEIKH-EGYPT

CERTIFICATIONS AND COURSES

- MS OFFICE COURSE.
- ENGLISH COURSE.
- PROFESSIONAL ACCOUNTANT COURSE.
- Procurement Specialist COURSE.
- VAT COURSE

LANGUAGES

Arabic: First Language

English:

B2

Upper Intermediate