



Ahmed Abdalazim

ACCOUNTANT

Details

Riyadh

Riyadh, 14361

Saudi Arabia

+966 53 022 8956

ahmedabdalazim442@gmail.com

NATIONALITY

Egyptian

DRIVING LICENSE

Available

DATE / PLACE OF BIRTH

21-03-1996

Egypt- Fayoum

Links

[Linkedin](#)

[Bayt.com](#)

Skills

Microsoft Office

Teamwork

Ability to Work Under Pressure

Fast Learner

Leadership

Ability to Work in a Team

Financial Accounting

Computer Skills

Accounting Softwares

Hobbies

Reading

Profile

Throughout my career, I have developed a reputation for being a problem-solver and effective communicator, with a keen eye for detail and the ability to work under pressure. I have experience leading teams and coordinating tasks to ensure successful outcomes, I am ambitious, aspire to the best, and always improve my skills, I have experience with Microsoft Office and accounting softwares (daftra - eledari)

Employment History

Trainee Accountant, Accounting and Auditing Office, Cairo

FEBRUARY 2021 – JANUARY 2022

- Recording invoices and expenses on the accounting system .
- Carrying out government procedures for establishing companies and obtaining permits and tax documents for taxpayers .
- Assisted with the preparation of tax returns and filings to ensure accurate and timely submission .
- Reviewed financial statements and identified discrepancies, resulting in the correction of errors .
- Developed and maintained a database of financial documents and records .

Site Accountant , Ibn Sina Contracting, Marsa Matrouh

JANUARY 2022 – NOVEMBER 2022

- Monitoring inventory and building materials, conducting periodic and surprise inventories of warehouses, following up on warehouse ledgers, item cards, warehouse documentary movement, and submitting follow-up reports to the financial department.
- Compile a statement of the needs of the different sites and collect these needs from the project engineers.
- Review all extracts and ensure their formal and technical integrity, then submit them to the financial department for approval.
- Disbursement of site dues such as contractor and supplier payments, employee salaries, daily and monthly wages .
- Preparing and reviewing daily attendance and departure in coordination with the central human resources department

Financial Accountant, Safy Universal Factory For Leathers , Riyadh

JANUARY 2023 – PRESENT

- Recording all daily entries, managing customer and supplier accounts, and creating contracts related to their business.
- Managing and supervising a group of cashiers and site accountants and monitoring the entries made through them and provide them with the necessary support
- Prepared financial reports, providing timely and meaningful analysis of financial data .
- Generated weekly, monthly, and annual financial reports for management .
- Handled accounts payable and accounts receivable, resulting in improved cash flow and reduced overdue payments .
- Prepared and filed quarterly and annual tax returns for the company .
- Analyzed financial statements to identify potential areas of improvement and cost savings .

Languages

Arabic

English

- Developed and implemented internal controls to ensure accuracy and integrity of financial data .

Education

One year in the Faculty of Arts - English Department, Fayoum University, Fayoum

SEPTEMBER 2014 – MAY 2015

I studied at the Faculty of Arts, English Department, for one year, then transferred to the Faculty of Commerce.

Bachelor of Commerce - Accounting Department, Beni Suef University, Beni Suef

SEPTEMBER 2015 – MAY 2019

I graduated from the Faculty of Commerce, Accounting Department, with a very good grade.

Courses

ICDL

Odoo Software