

Hossam Zaki Zonoun

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Head of Accounting / Sr. Accounting Manager

Dedicated accounting professional with nearly 17 years' insightful experience in managing the full cycle of financial accounting, including maintaining books of accounts, preparing monthly/annual financial statements, general ledger, journal entries, bank reconciliations, balance sheet reconciliations and AR/AP. Skilled in monitoring all accounting transactions, reviewing accounting data, scrutinizing income-expenditure, maintaining all accounting ledgers and performing account reconciliations.

- Proficient in monthly expense variance analyses between actual, budget and forecast amounts, and reconciling and analyzing complex bank statements, balance sheet and income statement.
- Skilled in collecting and analyzing accurate information on company's financial position and generating financial reports that display company's profits, equity and cash flow, and advising management on financial decision..
- Thorough knowledge of accounting principles and practices, with ability to interact professionally with people at all levels to validate financial data and maintain the highest level of confidentiality.
- Skilled in providing expertise and leadership to team responsible for accounting operations as well as providing executive management with advice on the financial and operational implications of business activities.

Core Competencies

- Accounting and Finance
- Budgeting & Forecasting
- Cash Flow Management
- Fund Management
- Accounts Closure
- General Ledger
- Bank Transactions
- Bank Reconciliations
- Accounts Payable/Receivable
- Variance & Trend Analysis
- Expense Analysis
- Payroll Management
- Audit Support
- Regulatory Compliance
- Financial Reporting
- Liaison and Coordination
- Accounting Procedures
- Team/People Management

Professional Experience

Al Wusoom Arabian Brand Company(Ennabi Grill), Eastern Province, Saudi Arabia (Jan 2021 - Present)

Responsibilities as Accounting Manager :

- Manage and oversee daily operations of the accounting division including month/end-year processes, accounts payable/receivable, GL, budgeting, cash forecasting, revenue & expenditure variance analysis, debt activity, etc.
- Responsible for supervising and managing general accounting activities, analyses, business partnership, and the maintenance of effective internal controls while ensuring statutory compliance in all accounting initiatives.
- Supervise all accounting transactions - supplier and customer accounts, bank movement, treasury and sales.
- Formulate the company's quarterly and annual budget, monitor & interpret cash flow, and predict future trends
- Coordinate with other finance departmental heads in deciding on complex modeling of the business's financial approaches cutting across the entire business.
- Perform bank reconciliation to compare the balance in the bank as per the company's accounting records with the balance stated in the bank statement, as well as prepare bank reconciliation statements.
- Process all aspects of monthly close of financial records, retrieve necessary month-end statements for monthly closeout process, reconcile all asset accounts, including bank statements, and prepare financial statements.
- Ensure that the books of accounts are maintained as per the standards and in a timely manner
- Prepare monthly reports including sales and purchases reports and income lists in a timely manner and respond to the queries raised by all departments and resolve them efficiently.
- Review the monthly payroll sent by the Personnel Affairs Department, obtain the approval from management, submit to the wages protection system and pay them on the specified date.
- Review financial statements, accounting records, payroll summaries, bank reconciliation statements and adjusting entries (accruals, prepayments & provisions) to assess accuracy/conformance to reporting standards.
- Assist in establishing and enforcing proper accounting methods, policies and principles across the organization.

Al Hasa Automatic Bakery Company (Fuchsia), Eastern Province, Saudi Arabia (Aug 2006 - Present)

Career Progression:

- Chief Accountant (Apr 2016 – Present)
- General Ledger Controller (Sep 2013 – Mar 2016)
- Head of Accounts Payable Department (Jul 2010 – Aug 2013)
- Head of Accounts Receivable Department (Jul 2008 – Jun 2010)
- Sales Control Department (Aug 2006 – Jun 2008)

Responsibilities as Chief Accountant:

- Manage and oversee daily operations of the accounting division including month/end-year processes, accounts payable/receivable, GL, budgeting, cash forecasting, revenue & expenditure variance analysis, debt activity, etc.
- Responsible for supervising and managing general accounting activities, analyses, business partnership, and the maintenance of effective internal controls while ensuring statutory compliance in all accounting initiatives.
- Supervise all accounting transactions - supplier and customer accounts, bank movement, treasury and sales.
- Formulate the company's quarterly and annual budget, monitor & interpret cash flow, and predict future trends
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- Assist in establishing and enforcing proper accounting methods, policies and principles across the organization.

Responsibilities as General Ledger Controller:

- Maintained general ledger accounts, prepared journal entries for accruals and variances, reconciled financial statements and accounts, and ensured data accuracy.
- Performed month-end account closing activities and reconciliation of assigned balance sheet accounts.
- Performed accounting analysis for cash accruals, AP/AP, reconciliations & foreign exchange.
- Monitored fixed assets addition and removal depreciation as per company policy and procedures.
- Talled inter-units current account and submitted requested documents
- Talled all general ledger accounts along with sub modules and cleared any discrepancy.
- Processed monthly provision for prepaid & accrual expenses and employee provision.
- Extracted financial month end reports & ensured accurate data is maintained to process month end accounting period closing.
- Ensured the compliance with organizational policies by developing and maintaining respective processes and procedures.

Responsibilities as Head of Accounts Payable & Accounts Receivable Department:

- Managed outgoing bills and invoices on behalf of the company including utility payments, product or inventory invoices, employee expense accounts and reimbursements.
- Posted supplier invoices to accounts payable module and sales invoices to accounts receivable module.
- Talled PO and supplier invoices, released payment according to credit limit, tallied book balance with the physical inventory as well as monitored re-order quantity for critical material.
- Verified and processed monthly salary for payment; processed other expenses as per policies & procedures.
- Settled customer payment vs outstanding invoices; identified and resolved any payment discrepancies.
- Followed up on customer's payments and sent a monthly report to the sales department of overdue payments and follow up on their collection later on.

- Verified request credit note as per customer agreement, released monthly customer statement, submitted to each customer and followed up with concerned customers for overdue payment and exceeded limit.
- Maintained a complete and systematic set of transactions for accounts payable and accounts receivable.
- Resolved vendor and customer account discrepancies by investigating documentation and proactive follow-up to seek resolution.
- Assisted Senior Accountant with month-end closing as required

Education

- B. Sc.– Commerce (Accounting), 6th October University, Cairo, Egypt

Training Programs

- VAT Training Program, AHGroup Head Office (Jan 2018)
- IFRS for SEMS Training Program, AHGroup Head Office (Dec 2017)
- Budget & Control Program, AHGroup Head Office (Sep 2016)
- Cost Accounting Training Program, AHGroup Head Office (Nov 2015)
- AX Microsoft Dynamics 2012 ERP Software Training Program (Apr 2014)
- Inventory System Control, Alhasa Chamber of Commerce (May 2010)
- SAP Business One Full Suite ERP Software Training Program (May 2022)

Personal Details

- Nationality: Palestine
- Date of Birth: 7 Oct 1984
- Marital Status: Married
- Languages: Arabic & English