

Mohamed Mounir



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Nationality: Egyptian
Age: 39 years.
Social status: Married.
Driving license : Valid

GENERAL SKILLS

- 1- Very good knowledge about IFRS and IAS and its updates.
- 2- Prepare an integrated documentary cycle for financial department department.
- 3- Make an accurate cost for various manufactured and purchased products based on constant and variable costs.
- 4- Monitoring raw material inventory, under process inventory, semi-finished inventory and finished inventory beside calculate accurate cost for each once transferring from level to another.
- 5- Preparing and reviewing stand alone and consolidated financial statements of different company's types (Investments- Advertising- Contracting- Trading- Services and other).
- 6- Financial analysis for the financial statements.
- 7- Preparing accounting entries.
- 8- Accounting treatments and find a suitable solution for accounting problems.
- 9- Preparing the estimated budgets and following up the causes of the fundamental differences and deviations between them and the actual data.
- 10- Preparation financial reports for managerial purposes.
- 11- Make an internal control and internal audit.
- 12- Provide auditors what they needs as, I know well these requirements.
- 13- Very good talking and writing English (AUC certificate – Zagazig branch).
- 14- Computer skills.

EDUCATION

[Faculty of commerce / Zagazig university - Egypt]
[Bachelor degree / Good]
[Graduation date: 2007]

WORK EXPERIENCE

1- Firm: Rodl Middle East (KSA)

Title: Assistant Audit Manager

Experience Period: From Jan. 2024 till present.

Responsibilities and scope of work:

- 1- Preparing and following up the financial statements of the various clients.
- 2- Ensure that clients' financial statements follow international accounting standards IAS, international financial reports standards IFRS and international financial reports standards for small and medium sized entities (IFRS for SMEs).
- 3- Using 1 Audit program as an audit program.
- 4- Preparing VAT and CIT reports for various clients via Zacat, Tax and Customs Authority.
- 5- Reviewing and examining the audit files.
- 6- Attending meetings with various clients to discuss any inquiries regarding the financial statements.
- 7- Providing accounting solutions and consultation to various clients at the time of their request.
- 8- Preparing managerial reports and submitting them to the key management as usual or immediately upon request.
- 9- Assisting the audit team in any obstacles they may encounter during the audit process, in addition to explaining and following up any new or unknown accounting technical treatments for them.

2- Firm: Add Effect Co. and its subsidiaries

Title: Head of internal audit

Experience Period: From 2019 till 2023.

Responsibilities and scope of work:

- 1- Create and implement internal control systems.
- 2- Make periodic control reports that clarify problems, their causes, proposals for solving them, and practical steps taken in the solution.
- 3- Financial analysis of the monthly and quarterly financial statements to find out the strengths and weaknesses points of that data.
- 4- Make an integrated documentary cycle, distribute it to the various departments like (financial department and HR department), and follow up the implementation of that session.
- 5- Follow-up of the purchases and warehouses cycle and ensure that all procedures related to this are fulfilled, as well as for receiving and disbursing materials.
- 6- Follow up with clients about complains and try to find solution for them, beside preparing periodic reports to management about all weak points related to these complains, the affection for these weak points and my recommendation to avoid it.
- 7- Follow up estimated budgets and the causes of the fundamental differences and deviations between them and the actual data.
- 8- Follow-up control procedures when purchasing or disposing fixed assets.
- 9- Ensure that the financial management of the company is committed to the period granted to clients related to collections.
- 10- Review the reasons for the existence of doubtful receivables and ensure that there are legal procedures in place or practical steps taken for collection.

- 11-Follow-up of the petty cash and ensure that it is properly replaced and in accordance with the followed policy applied on company.
- 12-Ensure that sales commissions are calculated in accordance with the policy applied on company.

3- Firm: *Rodl Middle East*

Title: Audit supervisor

Experience Period: From 2008 till 2019

Responsibilities and scope of work:

- 10-Preparing and following up the financial statements of the various clients.
- 11-Ensure that clients' financial statements follow international accounting standards IAS and international financial reports standards IFRS.
- 12-Reviewing and examining the audit files after preparing them by the specialized audit team and registered my notes for completion by the audit team.
- 13-Examining some complex accounts with clients that require some special accounting treatments.
- 14-Attending meetings with various clients to discuss any inquiries regarding the financial statements.
- 15-Providing accounting solutions and consultation to various clients at the time of their request.
- 16-Preparing managerial reports and submitting them to the key management as usual or immediately upon request.
- 17-Assisting the audit team in any obstacles they may encounter during the audit process, in addition to explaining and following up any new or unknown accounting technical treatments for them.
- 18-Attending meetings of the Ministry of Commerce and Industry when requested by the Ministry to discuss matters related to increasing and reducing the capital of some clients and other matters.
- 19-Attending the ordinary and extraordinary general assembly for some clients.
- 20-Follow up on the audit team and ensure that it fully fulfills its responsibilities.

CERTIFICATES

IT accounting (Grade A).

AUC (American University of Cairo) English certificate (Zagazige branch).

ICDL certificate.