MOHAMED HAMZA

GENERAL ACCOUNTANT OR HR

LINKEDIN: https://www.linkedin.com/in/mohamed-abdelmaksoud

Makkah, Saudi Arabia | 0530839369 | mh5675983@gmail.com

Valid driver's license | Married | 33 years old

SUMMARY

Results-driven General Accountant and HR Specialist with solid experience in financial operations, payroll management, and human resources administration. Skilled in managing accounts, preparing financial reports, handling VAT, and supporting HR functions. Proven ability to improve financial accuracy, maintain compliance, and support business operations efficiently.

EDUCATION

- DELTA ACADMY EGYPT 2013
- Bachelor's Degree in Management Information Systems (Accounting Major)

PROFESSIONAL EXPERIENCE

General Accountant

Al-Durra & Al-Sultan Co. Ltd | Makkah al-Mukarramah | Aug 2020 – Aug 2025

- Prepared journal entries and financial statements.
- Performed bank reconciliations and monitored cash flow.
- Managed accounts receivable and payable.
- Prepared VAT reports and ensured tax compliance.
- Handled payroll processing and employee financial records.
- Conducted monthly and annual closing procedures.
- Prepared trial balance and adjusting entries.
- Monitored inventory and conducted periodic stock audits.
- Reconciled customer and supplier accounts.

Accounts Receivable & Franchise Accountant

Al-Durra & Al-Sultan Co. Ltd | Makkah al-Mukarramah | Feb 2022 – Nov 2023

- Recorded daily financial transactions and journal entries.
- Monitored cash and POS revenues.
- Managed petty cash and conducted regular cash counts.
- Reviewed invoices and financial documents.
- Prepared VAT filings and monthly closing entries.
- Followed up on collections and receivables.
- Maintained accounting records and chart of accounts.

Suppliers Accountant & Inventory Controller

Al-Durra & Al-Sultan Co. Ltd |Makkah al-Mukarramah | Aug 2018 – Oct 2021

- Processed purchase invoices and supplier accounts.
- Monitored stock levels and product costs.
- Conducted inventory checks and audits.
- Followed up on expired and damaged items.
- Managed minimum stock levels and reporting.
- Maintained supplier records and reconciliations.

HR Specialist
Al-Durra & Al-Sultan Co. Ltd | Makkah al-Mukarramah | Aug 2015 – May 2018

- Managed employee attendance and leave records.
- Processed payroll and employee settlements.
- Prepared employment contracts through HR platforms.
- Handled government systems (Muqeem, Elm, TAMM).
- Followed labor law regulations and HR compliance.
- Managed employee loans and financial records.
- The company has 400 employees or more.

TRAINING & CERTIFICATIONS

- Professional Financial Accountant (PFA)
- ISO 9001 Certification
- Data analysis using Power PI
- Data analysis using Excel
- I have a valid membership in the Saudi Organization for Certified Public Accountants.
- Oracle Course

SKILLS

- Microsoft Excel
- Microsoft Power BI
- Financial Reporting
- VAT & Tax Preparation
- Payroll Management
- Accounting Systems
- Data Analysis

LANGUAGES

- Arabic: Native
- English: Advanced