ABDELRHMAN AHMED ABDALLAH



General Accountant

0541357030

Riyadh - Saudi Arabia

AbdoAhmedAbdallah123@gmail.com

EDUCATION

2020

Beni Suef university , Egypt

Bachelor of Commerce (Accounting section)

grade: very good with honors

LANGUAGES

English : Upper Advanced (speaking,writing,listening,reading)

Arabic : Fluent (speaking,writing,listening,reading)

COURSES

- **AUC General English for professional purposes.**
- **Human Development Cairo university.**
- **Human Resource Management Cairo university.**

Keep track of the organization's financial operations. Responsible for maintaining financial accountability, oversee payroll, taxes, and spending. Provide reports to management and investigate financial discrepancies.

WORK EXPERIENCE

July 2024 : Up to now

Title **: General Accountant**

Company : **Tina company for Real Estate (Al-Andalus District , Riyadh)**

Responsibilities :

- Develop and maintain the cost accounting system, documents and records of the organization.
- Analyze and recommend costs and cost savings.
- Prepare and complete internal cost audits.
- Comply with Generally Accepted Accounting Principles (GAAP) for financial statements.
- Analyze the data collected and log a detailed record of the results.
- Provide management with reports that specify and compare factors that affect prices and profitability of products.
- Assist in audits and general ledger preparation.

SKILLS

- **Computer proficiency**
- **Office 365 proficiency**
- **working On Odoo, Zoho,Saptec, ONYX,Any ERP Sys**
- **Bookkeeping**
- **Data entry**
- **data analysis**
- **Problem-solving**
- **Fast learner**
- **Time management**
- **Leadership**

OTHER JOBS (HOBBIES)

- **Freelancing**
- **Translation**
- **Writing**
- **Video Editing**
- **content creation**

Aug 2019 : Oct 2023

Title **: Contracting accountant**

Company : **MEC for Construction and Real Estate Development (6th October , Egypt)**

Responsibilities :

- Performing accounting duties throughout the project, such as preparing invoices, estimating cash flow, and signing off on purchase orders.
- Analyzing all transactions and working unforeseen costs into the budget.
- Keeping a record of all project finances for internal/external auditing and tax purposes.
- Developing and maintaining strong relationships with vendors and suppliers.
- Collaborating with the project manager to develop a detailed, cost-effective budget for the project.

May 2018 : June 2019

Title **: Account assistant**

Company : **Mega Glass For Plastic industries (Fayoum , Egypt)**

Responsibilities :

- Bookkeeping American ,assistant and daily Books.
- Sharing in balance sheet preparation.
- Enter financial transactions into internal databases.
- Create and update expense reports.
- Issue invoices to customers and external partners.

Personal Information :

Date of birth : 1/2/1996

martial status : Single

Driving License : (International , Egypt)

Nationality : Egyptian