

Searching for an opportunity to be employed by your esteemed organization as its Chief Accountant where I can demonstrate proficiency in preparing accurate financial statements on time every month/quarter/year end cycle.



Mahmoud Suddik Elmenshawy

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Riyadh,KSA | 03/03/1985 | Egyptian| Male

Professional experience

Account Manager, Albadri Medical Polyclinics, Riyadh, KSA

July 2020 - May 2024

Chief accountant , [Nabd Alafia medical Polyclinics], [Albaha], [KSA]

April 2019 - July 2020

Chief Accountant,Al Qabasany Establishment for retail and Wholesale, Quriaat, KSA

April 2018 - March 2019

Chief Accountant,Al Mussalam Group, Gizan, KSA

March 2017 - March 2018

Chief Accountant,Dar Alsafwa Hospital, Almahlla Alkobra, Egypt

December 2014 - March 2017

General Accountant,Faisal Medical Complex, Alhasa, KSA

January 2013 - August 2014

Technical support,I solution Company for Program s, Almahlla Alkobra, Egypt

March 2012 - December 2012

Project Administrator,Sadeem Agricultural Co. LTD, Yanbu, KSA

January 2010 - March 2012

Responsibilities

- Cash and bank reconciliation daily collections from Receptionists .
- Visiting bank for deposit collected amounts and other bank related jobs
- Receipt and bank deposit vouchers processing in system
- Follow ups with marketing, insurance and other departments to complete documents processing for monthly closure
- Follow up with the customers for processing and collecting the due amounts.
- Perform financial analysis and reporting to management as needed.
- Perform month-end accounting activities such as reconciliations and journal entries.
- Evaluate computerized accounting systems and provide recommendations to IT team for performance improvements.
- Monitor and record financial transactions according to company policies and regulations
- Issue the checks for accrued payable as age of credit table
- Closing the annual balance sheet
- Preparing the financial statements (cash flows, income statement, Balance sheet...)
- Recording the daily entries ,all financial transactions
- Review and post the daily income of the doctor Polyclinics as computerized method
- Prepare and assist for the forecast budget

Education

Bachelor of Commerce, Tanta university, Tanta, Egypt , Good Degree

September 2002 - June 2006

Languages

English Beginner

Arabic mother language)

Skills

- Microsoft office
- Google AdWords, Facebook Ads

ERP System skills

- Aswaq
- Alameen
- Smack
- Focus
- Aljahbaz
- Odoo
- Libra
- Hims