

Mahmoud Hiba

PROFESSIONAL SUMMARY

A seasoned accountant with over 5 years of experience in efficiently handling data, providing financial reports, analyzing cost control, rectifying tax errors, and delivering profit and loss statements under strict deadlines. I have developed strong problem-solving skills and implemented an actionable budget plan, including securities balancing, payment processing, accounts payable management, and providing executive administrative support.

WORK HISTORY

Senior Accountant 01/2021 – 06/2024
Carawan Al Fahad Co. - Riyadh, KSA

- Preparing payment tracking reports.
- Carrying out a comprehensive evaluation of financial plans and methods implementing them, identifying problems, and developing appropriate strategies to avoid or solve them.
- Make budget forecasts for the company for certain periods.
- Verify the legality of financial documents and the decisions made by the company in this aspect.
- Processing tax payments and filing returns.
- Providing expert, professional solutions to the financial risks faced by the company.
- Implementing the annual audit of the company's reports.
- Maintain all company financial documents and keep them confidential and secure.
- Creating harmonious relationships between employees' payrolls and the company's bank statements so that the company's financial position is properly studied and planned.

Senior Accountant - payroll Master 02/2019 – 01/2021
Crown Al Khalij For Real estate Co. - Riyadh, Saudi Arabian

- Monitoring the company's expenses and revenues.
- Recording employee advances, procurement advances, and site advances.
- Monitoring the warehouses and tracking materials and items that are at risk of depletion, and sending a purchase invoice to the procurement department for the stock shortages.
- Monitoring and disbursing payments to suppliers and subcontractors according to the payment schedule as per the agreement.
- Tracking progress rates with the site engineer or contractor.
- Preparing reports on the status of various payments due.
- Preparing material supply invoices.
- Delivering sales invoices and dues from subcontractors to the finance department.
- Following up on the invoices and guarantees with the site engineer.
- Preparing accounting entries related to the dues and payments to suppliers.
- Maintaining an updated record of suppliers that includes all relevant supplier information.
- Monitoring supply orders, physically received quantities, and remaining quantities.
- Preparing reports related to suppliers, purchases, and payment orders.

CONTACT

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- ✉ khairymahmoud039@gmail.com
- 📅 14/05/1996
- 🇪🇬 Egyptian

SKILLS

- Meticulous attention to detail.
- Commitment to confidentiality and submitting reports on time.
- Skill in time management and organization.
- Skill in organizing tasks and performing them on time.
- Possess the ability to communicate constructively with clients and managers.
- Analyze the problems facing the company and solve them within a short time.
- Working within a team.
- Organized analytical thinking.
- Independence and creativity.

LANGUAGES

English C2
Proficient

PROGRAMS

Sun Infor System
opera PMS
Opera Sales & Catering
Micros POS
Odoo ERP System
Materials Control MC
Wish net
Al Motakam

Income Auditor

01/2017 - 01/2019

Le MERIDIEN - Hurgada, Egypt

- Planned and executed accounting audits to validate records and systems for compliance with UK Generally Accepted Accounting Principles (GAAP).
- Reviewing financial claims and ensuring the completeness of their legal and financial requirements, preparing, organizing, and documenting disbursement documents, and following up on their audit and approval for disbursement from the authorized regulatory bodies.
- Monitoring current and capital expenditures according to the monthly financial position of budget items, preparing the financial position and monthly summaries, and preparing and organizing annual closing accounts.
- Preparing accounting entries and recording financial transactions in the records, auditing bank accounts, and preparing necessary reconciliations with monthly statements.
- Developing accounting methods and procedures and keeping up with scientific and technical advancements in the field of accounting.
- Preparing specialized documents and reports in the field of expenditure and revenue accounting and storing them in the relevant database.

Accountant

01/2015 - 09/2017

Amic accounting and auditing office - Cairo, Egypt

- Preparation of the journal
- Preparation and analysis of financial reports
- Collection and analysis of financial and accounting statements
- carry-over of income/payments

EDUCATION

Bachelor of commerce: 05/2018
Cairo university - Cairo, Egypt