



Objectives

Seeking a challenging position, with good opportunity in healthy, and professional environment in a dynamic, and reputable organization which will require me to utilize my abilities, skills and experience for mutual growth and success and to gain new practical experience and expand my learnings, knowledge, and skills which would be best fit my talent, and qualification necessary for continue of career improvement to achieve goals of a company and making significant contribution to its success.

CONTACT

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EMAIL:

a.fawzy1993@hotmail.com

Others:

- Saudi Driving License
- Egyptian Driving License

Languages

- Arabic
- English

AHMED FAWZY IBRAHIM ALI

Senior Accountant

EDUCATION

- ❖ Bachelor's degree in accounting
- ❖ Faculty of commerce, Tanta University
- ❖ End date and graduated in 2015

PERSONAL INFORMATION

- ❖ Date Of Birth :15th June 1993
- ❖ Nationality: Egyptian
- ❖ Marital Status: Married

COURSES

- ❖ English Course
- ❖ Courses in financial accounting
- ❖ Computer (Software & Hardware)
- ❖ Microsoft Excel Course

IN PROGRESS COURSES

- ❖ IFRS Diploma Course (In progress) (WAG Academy accredited by ACCA)
- ❖ CMA Part 1 Course (In progress) (Hock International accredited by IMA)

WORK EXPERIENCE

Senior Accountant

- ❖ Saudi Union for Operations & Maintenance
- ❖ January 2023 – Present
- ❖ Riyadh, Saudi Arabia

General Accountant

- ❖ Saudi Union for Operations & Maintenance
- ❖ June 2018 – December 2022
- ❖ Riyadh, Saudi Arabia

General Accountant

- ❖ Bader Al Dammam For Rental Equipment & Machines

Interests:

- Reading
- Attending Seminar
- Traveling
- Horse Riding
- Socializing
- Sports (Gym, Football, Swimming)

SKILLS

- Planning & Organization skills
- High level of attention to detail essential.
- Dedication, loyalty, Hard work skills
- Communication, Desire to Learn
- Mail handling.
- Time management
- Appointment setting
- Ability to be flexible, understanding that sometimes requirements can change.
- multi-task and manage workload to ensure that priorities are met.
- Eagerness to learn and willingness to listen to others.
- Scheduling
- Staff management
- Computer skills
- MS office, MS word and Excel, MS outlook

ACCOUNTING SOFTWARE

- HAL ERP SYSTEM
- ROAD MAP ERP SYSTEM
- SMACC
- PEACH TREE
- QUICK BOOK

- ❖ March 2017 – March 2018
- ❖ Dammam, Saudi Arabia

Accountant

- ❖ Dr. Mohamed Gaber Pharmacies
- ❖ August 2015 – February 2017
- ❖ Tanta, Egypt

KEY RESPONSIBILITY, EXPERIENCES & PRACTICING

❖ GENERAL LEDGER (GL)

- Ensure data accuracy and conduct audits to maintain truthful and precise data in documents.
- Ensure data and information comply with principles, professional, and regulatory standards.
- Providing accurate and precise data and ensuring it supports budgeting and forecasting requirements.
- Monthly ledger reconciliations and adjusting Journal entries.
- Prepare VAT reconciliation, Vat declaration, and uploading via ZATCA portal monthly.
- Month-end closing journal entries.
- Year-end closing Journal entries.
- Assist to prepare trial balance, financial statements, and the notes.
- Assist in quarterly reviews and annual audit with the external auditors.

❖ ACCOUNTS PAYABLE (AP)

- Receiving and verifying Vendor invoices and ensuring that it is complied with agreed contract, and matching with issued PO, ZATKA requirements, and regulatory standards.
- Ensure PO Details matches received supplier's invoice details.
- Record and post Vendor invoices precisely and ensure it is hitting a proper ledger and vendor account, Input, and code it to the cost Centre.
- Post and record all other payable entries accurately and precisely and ensure it hits a proper ledger.
- Ensure input VAT is recorded properly.
- Preparing monthly input VAT report and ensuring it is precise.
- Preparing weekly payment List accurately and timely and ensuring all payments are in accordance with contract, credit term, purchasing policies and procedures to be submitted to the treasury Department for payment.



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- <https://profile.indeed.com/p/ahmedfawzyibrahima-10jwjlh>



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- wuzzuf.net/me/ahmed-fawzy-ali-54560512b

- Maintaining schedules to track and ensure monthly vendors are paid on time.
- Record and post all daily bank payment transactions accurately and timely and ensuring it hits and coded to proper ledger.
- Using and Process credit and debit notes to settling decreasing or increasing in the supplier invoice amount.
- Posting, and recording custody accounts transaction as well as the settlement accurately and precisely.
- Reviewing, reconciling, and providing Monthly Vendor aging report and ensuring it is accuracy prepared and following up to settle and close any open AP invoices that are over a payment terms.
- Creating new vendors account and updating, and maintaining, when necessary, the current vendor account information.
- Reconcile AP ledger and all Vendors accounts and do balance confirmation quarterly.
- Assist with month-end and year-end closing activities by preparing reconciliations, Journal entries, and reports.
- Maintaining organized AP documentation and support records / files.

❖ ACCOUNTS RECEIVABLE (AR)

- Ensure all receivable accounts are up to date, invoices are prepared and issued on a timely basis, all invoices are promptly paid, and late invoices are followed up.
- Reviewing and verifying received performance obligation and ensure that its data is accurate, and precise and matches with the agreed contract, sales order, and regulatory standards.
- Prepare, and record the client invoices properly, accurately, appropriate time, and ensure it is generated in accordance with the reviewed and verified performance obligation and sent to the customer in a timely and accurate manner.
- Ensure prepared client invoices comply with ZATKA requirements, and regulatory standards.
- Ensure that Recording and post client invoices is precisely, and it is hitting a proper ledger and customer account, Input, and code it to the proper cost Centre.
- Recording and posting whole other receivable entries accurately and precisely and ensure it hits a proper ledger.
- Record and post all daily received bank remittances transactions accurately and timely and ensuring it hits and coded to proper ledger.
- Ensure output VAT is recorded properly.
- Preparing monthly output VAT report and ensuring it is accurate.
- Preparing the monthly expected received remittances report accurately and timely and ensuring all contains data are complied with contract, payment term, and procedures.
- Maintaining schedules to track and ensure monthly clients' payments are received on time.

- Preparing and Process credit and debit notes to settling decreasing or increasing in the client's invoice amount.
- Reviewing, reconciling, and providing monthly Customer aging, fund collected, and bad debt reports and ensuring it is accuracy prepared and following up to settle and close any due invoices that are over a payment terms.
- Utilize various communication channels, such as phone calls, emails, and letters, to follow up with customers and collect outstanding payments.
- Work closely with concerned internal team to address customer concerns and ensure that issues are resolved promptly.
- Creating new Customer account and updating, and maintaining, when necessary, the current client account information.
- Reconcile AR ledger and SOA for all Clients accounts and do balance confirmation quarterly to confirm the balance and for auditing purpose.
- Assist with month-end and year-end closing activities by preparing reconciliations, Journal entries, and reports.
- Maintaining organized AR documentation and support records / files.

❖ FUND MANNEGMENT (TREASURY)

- Tracking, maintaining, and overseeing the daily movement of money in and out of a business' banking accounts.
- Monitor and manage the company's cash position to meet operational needs.
- Handling, maintaining, and administering all the company online banking system accounts and daily taking place transactions.
- Preparing daily banking report for daily in and out transaction for all bank accounts.
- Preparing requests to be paid list and its plan in accordance with weekly requests report shared by all company departments based on the priority, and importance to meet with the available fund.
- Preparing monthly expected in and out fund report based on meeting expected fund collection with expected expenses reports.
- Preparing monthly payment plan.
- Ensure all payments documents are in complying with principles, policy, and have gotten full approval cycle then making the payment Via online banking system account.
- Maintain and organize payment transaction slip with its approved documents to hand over to AP team to be recorded through accounting system.
- Reviewing and verifying of issuing guarantee letter request, then upload it via online bank system account, and following up to be refunded.
- Providing Bank SOA, and financial certifications monthly or when required.

❖ FIXED ASSETS (FA)

- Recording the cost of newly acquired fixed assets (both tangible and intangible), tracking existing fixed assets, and monitoring a system of controls, procedures, and forms for the recordation of fixed assets.
- Ensure consolidation of fixed asset information to enable a complete and accurate record of the identification, location and value of fixed assets.
- Carryout capital expenditure reconciliation to determine assets to be capitalized in a timely manner.
- Assign tag numbers to fixed assets.
- Track the compilation of project costs into fixed asset accounts, and close out those accounts once the related projects have been completed.
- Preparing and calculate depreciation for all fixed assets monthly based on the selected method (Straight-line, Double declining balance, Units of production, and Sum of years digits) according to the depreciation rates in accordance with principles and standards followed for each item of fixed assets.
- Review and update the fixed assets registration detailed schedule, depreciation, and accumulated depreciation.
- Conduct periodic physical counts of registered fixed assets.
- Assist with month-end and year-end closing activities by preparing reconciliations, Journal entries, and reports.

❖ PAYROLL

- Responsible for all payroll-related tasks, include collecting and reviewing employee information, monthly attendance timesheet data, working hours, calculating wages, overtime, bonuses, allowances, deductions, and requisites of advance salaries, and preparing and processing employee payments, and maintaining accurate payroll records for over than 2000 employees and ensure it is strict compliance with company rules, policies, and regulatory standards.
- Maintaining accurate records of payroll documentation and transactions.
- Collaborating with the HR team to ensure employee records are up-to-date and accurate
- Responding to payroll-related inquiries and address and resolving concerns.
- Preparing monthly salary report.
- Support employees throughout their entire payroll lifecycle.