

# **MOHAMMED GAMAL FAWZI**

## **AP- AR ACCOUNTANT**

### **Contact Details**

Dammam, KSA

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### **Personal Data**

Date of Birth: 18/07/1992  
Nationality: Egyptian  
Religion: Muslim  
Marital: married

### **Profile Summary**

Accountant with double experience in accounting and customs clearance Dammam,KSA 8 years experience in customs clearance for oil and gas supplies Onshore & Offshore Aramco projects.

Perform a one-man job in two & large volumes handling and optimizing customs clearance process, connecting Supply chain department With the Accounting department, Full Audit For Clearance process , Following the shipments from the origin , checking the Documents , following the ETA , Hs codes,Fasah, Initial bayan , payment for the the customs duties , Final bayan , Transportation management and Calculations of the distance cost by kilometres for Delivering to the warhouses and stores, with Collecting all charges and duties.

Reporting the Total cost of imported materials and to the Accounting department.

Analysing the real cost of the imported materials from Fasah bayan and commercial invoices and provide Consolidated report with data analysis to help the Accounting department for financial statement , reports and the remaining stocks.

Clearance for All kinds of Oil and Gas Materials, pipes, Elbows, Several Valves, Drilling equipment , Flowmeters, Several pumps, oil analysis machines, Filters ,Gaskets , oil tanks, pipe cutter machines, pipe paints, pressure gauge, and more materials.

Customs clearance and logistics Operations for Air ,Land ,Sea shipments for Aramco with national and international companies for Oil services, Eastern province KSA.

### **Professional strength Skills**

- Financially auditing, checking, and inventorying records, funds, and financial restrictions in the facility periodically to ensure their integrity.
- Accounts payable and receivable.
- Preparing tax Returns for Value Added Tax "VAT".
- Superior attention to details
- Process improvement
- Accounting operations professional
- Account reconciliation skills
- Financial management
- Advanced bookkeeping skills
- General ledger
- Recording purchases and sales according to official invoices
- Financial Statements

### **Skills**

- Teamwork
- Microsoft Excel.
- Negotiation
- Time management
- Very good communication skills
- The flexible mind's ability to learn new skills quickly
- Customer service./Problem-solving
- Management skills/Flexibility
- Native Arabic speaker with excellent English
- Very good speaker
- Fast learner in ERP systems and other applications
- Computer Literacy,

### **ERP SYSTEMS**

- (Oracle Applications - E-Business Suite) AP - AR
- (SAP) -Aramco invoices uploading
- (Microsoft Dynamics 365) AP - AR

**Works seriously / Big little fun**

### **Language**

- Arabic
- English

## Career History

### Customer Services Vodafone Egypt (July 2015 >> September 2015)

- Good communication with customers
- Advise customers regarding problems/customer confidence/persuasion.
- Bookkeeper / general ledger.

### Accountant at Ceramica Granito Egypt ( November 2015 >>December 2017)

- Business Process Mapping / Financial Accounting / Communications Skills / Accounts Payable  
Marketing / Accounts Receivables / Cash Management / Inventory control /Management / Sales management.
- Bank Statement /financial planning / Inventory control / TaxAccounting

### Project Accountant Al ADEL Group for Construction EZ DK steel and Lafarge Cement Agent ( Janyuary 2018 >> May 2018)

- Negotiation / Inventory control / Management / Sales Management / Financial Reports / Financial Accounting
- Bank Statement/profit/loss statements / financial planning / Inventory control / Preparing journal entries
- General ledger.

### Logistics Coordinator & Accountant at ITQ office for Customs clearance Dammam KSA (June 2018 - June 2021)

- Accounts receivable /Medad System Invoicing / Client Communications / Monthly financial reporting a balance sheet with colleges/profit & loss statements / Bank Statement / Medad ERP system
- Preparing tax Returns for Value Added Tax "VAT"
- Customs clearance regulations / Fasah/ Saber / Logistics / Transportation Management / Hs coding

### Logistics Operation at Express Forwarding Services Co. (EFS LOGISTICS) DAMMAM (July 2021 >> December 2022)

- Negotiation / Corvit ERP system / Warehousing / Fright forwarding Air and Sea Shipments
- Fasah System / Hs coding / Emails inquiries / Release Awb / Transportation / - Sea shipments booked.

### Accountant at Earadat Transport Company (AHQ COMPANY) April 2023 (Current job)

- Aramco Customs clearance
- Aramco Shipments analysis Excel sheets with Sap numbers and ASC marine traffic
- / Oracle invoicing/Transportation Management.
- Aramco General Ledger with Transfer transactions
- DHL General Ledger with Transfer transicstions.

- Aramco statements analysis / Aramco Consolidated transcript import subject to duty.
- Consolidated Transcript import subject to duty / Saudi Aramco Cost allocation reports.

- Saudi Aramco Statements of delivery orders charges. /Saudi Aramco Statements of port charges.

- Upload the invoices on ESV Aramco system and ZATCA.
- Analysing the real cost of the imported materials from Fasah bayan and commercial invoices and provide Consolidated report with data analysis to help Accounting department for financial statement , reports and the remaining stocks.

- Providing information for the Real cost of the imported materials with analytical PO and SAP number or items numbers for all materials and export data sheet explaining the Cost for All imported goods.

<http://www.earadat.com>

## Work experience in Accounting :

- Preparing journal entries, generating and distributing account management, and reports.
- performing accounting analysis of Accounts receivable and payables, cash accruals, reconciling general ledger and revenue accounts, reviewing financial reports, and preparing cash flow statements.
- Recording daily restrictions and transactions in the accounting ERP systems
- Ensure timely bank payments
- Provides the financial strategy.
- Knowledge of Accounts receivable
- Oracle Invoicing
- Client Communications
- Review and audit the bank's monthly bank statement
- Monthly financial reporting balance sheet, profit & loss statements, cost of goods analysis.
- Production order processing closure and bill of materials support with the supply chain team.
- Update employees' accounts for all expenses every month and forward employees' statements to the payroll team
- Receive and process HR requests for advances, and forward them for approval.
- Handling all General Accounts (Mutual accounts, accruals, prepaid).
- Preparation of clearing accounts between branches and proving transactions that have been recorded in the particular branch.
- Performing bank clearing and matching the accounts of suppliers and customers regularly.
- Make reconciliations between the different systems with the financial system, and make sure that there is no difference and work on a solution.
- Ensuring the existence of internal controls to reduce the risks of theft, tampering, and errors.
- Manage balance sheets and profit/loss statements.
- Prepares, evaluates, updates, and ensures the accuracy of project and country resource forecasts and financial planning, including cash flow forecast, by assessing actual costs incurred, accruals, and monitoring progress and performance continuously.
- Closing Petty cash holders' accounts.