

Al-Sayed Mahdi C.V.

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Objective

Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.

Profile

Accounting professional with over 28 years of experience, possesses multiple skills covering many financial areas such as laws, cost control principals, ledger analysis, financial statements, budgeting, auditing practices, taxation and economic regulations.

Key Specialties

Budgeting, Financial Accounting, Forecasting, Financial Planning & Management, Corporate Finance, Financial Analysis and Modeling.

Professional Experience

- **ACCOUNTING SUPVPERVISOR, Baud Telecom Company-BTC, Jeddah, Saudi Arabia, from July-2006 up to now where my job responsibility as below:**
 - ✓ Supervise the activities of the accounts payable function including verification, recording/reporting, payment, and reconciliation of accounts.
 - ✓ Supervise the recording of AP/AR transactions and their transfer and reconciliation with the General Ledger.
 - ✓ Supervise the reconciliation of the shared accounts i.e. procurement, inventory and payroll accounts.
 - ✓ Review and approve the AP/AR transactions related to procurement and payroll payment requests.
 - ✓ Monitor the accounts payable and ensure timely handling.
 - ✓ Liaise with regional counter part for the proper accounting and reporting of economic transactions.
 - ✓ Prepare financial and activity reports requested by management.
 - ✓ Prepare replies to queries from vendors/customers or employees regarding invoices and expense claims.
 - ✓ Monitor the bank account balances, recommend replenishment transfers, initiate bank transfer payments and other bank transactions related to AP/AR.
 - ✓ Review payment orders and recommend payment schedules.
 - ✓ Monitor Fixed Assets to update the Fixed Asset system and timely update of the General Ledger.
 - ✓ Review creditor's accounts and recommend to management any required adjustment.
 - ✓ Work out budget and provide analysis of causes for budget variances.
 - ✓ Ensure disciplined conduct, and develop, empower, delegate, train, motivate all subordinate staff.
- **CHIEF ACCOUNTANT, International Commercial Center Company, Jeddah, Saudi Arabia, from Dec-1996 up to Jun-2006.**
 - ✓ Review & approve all payments & bank transactions.
 - ✓ Prepare company periodical financial reports, balance-sheets, Income Statements and comparing actual versus forecasting.

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- ✓ Prepare monthly reports using a computerized accounting containing the following sub-systems:
Suppliers, General Ledger, Salaries, Inventory.
- ✓ Leading Accountants team and distributing jobs for everyone.
- ✓ Prepare budget and cash-flow for new fiscal years.
- ✓ Prepare Zakat financial statements.
- **SENIOR ACCOUNTANT, International Commercial Center Company, Jeddah, Saudi Arabia, from Jan-1992 up to Nov-1996.**
 - ✓ Verify expense claims and ensure that it has proper justification & approval before processing it and recording it into the system.
 - ✓ Verify subcontractor invoices and submit for the supervisor approval and input to the system.
 - ✓ Prepare the customers' invoices and verify its accuracy against supporting documentation and compliance with contract and prepare them for final review and approval of supervisor.
 - ✓ Prepare other receivable invoices and debit memos.
 - ✓ Record all invoice and collection receipts in the system.
 - ✓ Record all customer deposits and advance payments.
 - ✓ Reconcile sub-ledger accounting transactions with the General Ledger accounts.
 - ✓ Perform final check and reconciliation of vendors accounts and submit it to approval of supervisor.
 - ✓ Assist in budget preparation and variance analysis.
 - ✓ Assist in reconciliation of physical inventory & stock verification.
 - ✓ Ensure that all accounts data & transactions have been recorded on time in the Information System.
 - ✓ Ensure reconciliation of all cash/bank operations of customers/suppliers account.
 - ✓ Review the weekly and monthly expenditure/revenue accounts report and submit it to the Supervisor.
 - ✓ Train the Jr. Accountant on the daily activities of accounting and monitor his progress.
- **ACCOUNTANT, Misr Chemical Industries-MCI, Cairo, Egypt, from Jan-1988 up to Dec-1991.**
 - ✓ Verify, record & process the suppliers' invoices in the system and generate payment order.
 - ✓ Verify the accuracy of suppliers' invoices, supporting documentation and compliance with contract.
 - ✓ Apply commercial tax upon withholding applicable accounting transactions.
 - ✓ Prepare bank transfer applications.
 - ✓ Verify & record accounting transactions in the Information System and store the paper record in appropriate files.
 - ✓ Prepare/receive and record customers' invoices details in the system
 - ✓ Verify departmental and original petty cash fund transactio
 - ✓ Research and collect data to determine budget variance and causes of vendor invoices discrepancies.
 - ✓ Verify invoices for billing to respective vendor.
 - ✓ Perform recording of data into accounts payable, receivable, general ledger, inventory, cash management and company's fixed assets in the information system.
 - ✓ Follow up on customer/vendor billing and ensure its payment.
 - ✓ Perform cash/bank reconciliation.
 - ✓ Perform weekly and monthly expenditure/revenue accounts report.
 - ✓ Prepare reports for outstanding payments/receipts and do the follow up as necessary.

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- ✓ Carry out any other task requested by my superior.

Education

Bachelor of Commerce-BCom, Majoring in Accounting, Faculty of Commerce, Zagazig University, Graduated: May-1987.

Training Courses

- **Oracle Financial –10.7SC & 11I for the following Modules:**
 - ✓ Accounts Payable.
 - ✓ General Ledger.
 - ✓ Accounts Receivable.
 - ✓ Inventory.
 - ✓ Fixed Assets.
- **Knowledge of Computer & Managing Files Course:**
 - ✓ Using the computer and managing files.
 - ✓ Word processing.
 - ✓ Spreadsheets.
- **Delta Accounts Software & Inventory**
- **BRITON Software**

Professional Qualification

- Annual statements – Analyze financial data and prepare reports/statements.
- Hands-on knowledge of related automated financial and accounting software systems: Oracle, Delta Accounts Software & Inventory, BRITON Software...etc.
- Proficient in MS Office (Excel in particular).
- Analytical thinking, planning, organizing, prioritizing and executing with pinpoint accuracy.
- Problem analysis – Use judgment to solve problems efficiently.

Personnel Details

- **Date of Birth:** 3 Oct 1965.
- **Country of Birth:** Egypt.
- **Nationality:** Egyptian.
- **Marital Status:** Married with 4 Children.

References and Documentations

Available upon request.