

# MOHAMED HASSOUNA

Chief Accountant

Cert. IFRS

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## CAREER SUMMARY

Working in field of Finance, Accounting , Cost and Taxes from more than **11 years** ago, with Commercial & Residential **Real-Estate Investment , Construction & Transportation Services and Manufacturing Companies ( Granite , Ceramics , Ready-Mix Concrete , Building Blocks )**

Always looking for development by new ideas, concepts, and work improvement ,  
During my career to date, I was able to combine my professional & academic qualifications with different positions :  
**As Chief Accountant , Financial Accountant , Cost Controller** within private sector companies and their affiliates .

*Through my last various experiences in different industries, I found the ability to perform , ,*

### Accounting & Finance Skills :

- Cash Flow Management
- Preparing Financial Statements as per **IFRS**
- P/L Management with Controlling the Costs
- Preparing Professional Reports , Analysis for Management
- Preparing Evaluation & Performance Reports
- Managing & Following accounts receivables, accounts payables ( A/R & A/P )
- Arranging with Public Auditor to review annual FS audit along 7 years with 4 different CPA offices

### ERP & Technology Tools & Skills :

- Oracle User
- Resort User
- SAP Knowledge
- Dynamics 365 Path
- Excel Expert
- Microsoft Office Power BI
- Certified Tableau ( Analysis Dashboards )

### Government Experiences & Skills :

- Zakat annual Audit for 2 companies for 3 times Responsible
- VAT Reporting Monthly / Quartile with strong knowledge
- VAT Audit for 2 Companies for 5 times without Penalties
- VAT Installment Plan , Successful for 2 times
- Withholding Tax Reporting & Disclosure for Services from Bahrain Offices
- Real Estate Transaction Tax (RETT) before Selling Property
- GOSI Control invoicing & matching with Payroll
- WPS following with Payroll
- MOHR , Work-Permit, Vacation Balance , EOSB

## PROFESSIONAL EXPERIENCE

### MADI BIN ASKAR AL-HAJRI SONS COMPANY



Is a trading & manufacturing company specialized in the field of ; Ready Mix Concrete & Block & Transportation & Real Estate .

#### Title : Chief Accountant

Sep. 2020 - Present  
Dammam - Saudi Arabia

##### Job Duties:

- Supervise all the accounting system and assist FM to make necessary changes related with ERP finance modules :  
*e.g. updating PV module to be including entry with voucher on 1 printing page*  
*e.g. updating Payroll to be through HR module not by excel , for following , Historical database & more control*
- Manage the monthly closing for the purpose of preparing tax reports, financial statements & performance reports .
- Review & audit all system accounting entries around 3200 vouchers per month including ;  
*G.L , vendors , customers , payments , collection , GRN & revenues and expenses .*
- Control the cash flow of company and corresponding with Sales Dep. & Supply Chain Dep. through budgets to Secure & guarantee a healthy liquidity of cash flow .
- Participate & assist external auditors during annual FS 2020 auditing & reviewing .
- Arrange & communicate with ZATCA for all requests to finish Audits of VAT Reports, ZAKAT annual FS ... etc.
- Ensure compliance with local legislative, accounting standards, company polices and internal controls requirements .
- Preparing special reports for management regarding :  
*Sales & production performance & evaluation and supply chain reports to following prices changeable & safety stock .*
- Following & Keeping data regarding important payments like VAT, Insurance, Gosi & Other financing activities and Make clear plan for the payment schedule .
- Updating & reviewing all worksheets related with Provisions IAS 37 , Employees Benefits IAS 19 e.g. EOSB, Vacation Balance , Tickets and Amortization of Prepaid Expenses "Iqama Cost" & Accruals of Rent , Utilities ... etc.
- Give the necessary training & accounting discussion to the subordinates regarding the last updates on :  
*Accounting rules IAS, IFRS, SOCPA & related govern updates e.g. ( e-invoicing , RETT , Taxes , Labor law calculations )*

### Al-Howail for Contracting & Real Estate Investment Company



Is a construction & real estate investment company specialized in the field of ; building of projects and developer Management of ( Warehouses , showrooms , shops , duplexes , furnished apartments )

#### Title : Chief / Senior Accountant

April. 2013 - Sep. 2020  
Dammam - Saudi Arabia

##### Job Duties:

- Preparing Quarterly Financial Statements / Income , Balance Sheet , Cash Flow , Changes in Equity for 3 Divisions (Real Estate, Construction, Hotels) as per IFRS ,  
*And discuss it with President & Vice President & Financial Manager for Final Approval .*
- Submit annual FS to Zakat and Tax Authority and upload VAT Reports monthly for VAT Payable payment .

- Preparing Reports & Feasibility Studies for Increase Sales and Reduce Cost of Projects in Process , Rented Showrooms & Warehouses and Hotel Revenues 'Seasons' .
- Discuss with new Customers of Real Estate Property with G.M for Issuing Rental Contracts & Collecting Cheques & Submit O.R with Property Documents to A/R for following .
- Managing more than 200 ( Showrooms, Warehouses, Shops & Duplexes ) And 6 Branches of Hotels Furnished Apartments in Dammam .
- Prepare Monthly Bank Reconciliation Statements for 3 Bank Accounts & Correspondence with Bank Staff for Adjust Hold Deposit Slips / Span , Visa , Master & Amex , as ( POS ) Merchant Statement .
- Manage Accounts Receivable and Follow Collection & Issue Official Receipts .
- Manage Accounts Payable and Follow Credit Invoices, Delivery Notes , Reconcile Balance & Issue Payment by Cheques & Transfers .
- Prepare & Check Leave & Final Settlements for Employees Dues , Vacation Pay , End of Service Benefits & Air Tickets and Adjusted with Provisions .
- Check Monthly Payroll and Prepare Transfer Sheet to All Employees Bank Accounts for Upload to ( WPS ) of Labor Office Using Riyadh Bank Payroll App.
- Analyze Expenses and Distribute it for All Projects & Divisions Separately with adjust Petty Cash of Manager and Purchase Representative .
- Review Engineers' Summary of Works for Sub-Contractors with Confirming Prices , and Check Quotations Received from Suppliers regarding Eng. PO
- Review Journal Voucher Daily JV, PV, PC, AP, AR & Check Ledger , and Reconcile Cash in & Cash Out with Deposits of Collector by ERP System .
- Directly Supervises Staff of Accountant / Assistant / Account Clerk / Collector / Receptionists with Testing New Employees & Evaluate Staff for Owner & MD .

## Ceramica Cleopatra Group Company



Is a manufacturing company specialized in the field of ; Manufacture of Ceramics & Tiles and Sanitary Ware .

### Title : Cost Accountant

Job Duties:

Nov. 2010 - Mar. 2013  
10<sup>TH</sup> of Ramadan - Egypt

- Preparing Cost Reports ( Daily – Weekly – Monthly – Quartile – Annually ) and submit to Cost Manager .
- Evaluate the Final Production of Granite & Tiles as per ( Maximum Capacity - Available Capacity – Actual Capacity ) and Operating Departments for the normal & abnormal wastage .
- Evaluation Factory Performance / Comparative Tables , ( Monthly & Annually ) .
- Evaluation Production Improvement Performance .

- Preparing Consumption Reports of ( Dry Glaze - Dry Body Raw Materials - Carton - Silk Screen - Moulds ) Which are the Departments of Ceramics Production .
- Estimate Target of ( Presses - Glaze Lines - Kilns - Variances of Tones - Average Waste of Materials ) .
- Determine Who is Responsible for The Deviations and Make Deduction Memo .
- Prepare Statement of The Value of Lost Energy for Factory ( Per Natural Gas & Electricity ) and Wasted Time of Labor .
- Determine Deviation Energy Cost of Gas and Electricity in Factories, Ceramic Kilns as Per Targets & According to The Actual Cycle ( Energy Losses ) .
- Stock Control for Departments of ( Raw Materials, Spare Parts & Final Production )
- Perform Physical Inventory , Monthly as Per Sections of Wall Ceramic Factory .
- Preparing Cost of Unit as Per Cost of Raw Materials & Cost of Consumption Other Materials Addition to Administrative and Marketing Expenses .
- Submit Product Pricing for Each Tile Depending on Statement of Fixed and Variable Cost with Profit Margin for Top Management .
- Analysis of Wages & Various Expenses of Industrial Then Classified It According to Cost Centers and Periods of Occurrence .
- Making Estimates of New and Proposed Product Costs of Ceramics & Tiles by Using Previous Data of Cost Items for All Cost Centers .
- Reconciles Finished Goods Inventories & Stock of Materials Monthly with Computer Department .

## Achievements

### Company of Madi Bin Askar Al-Hajri Sons for Trading & Construction

- Make plan for VAT file and succeeded by 100% with total benefits 771,000 SR removed from liabilities of ( Violations & VAT Outstanding ) .
- Arrange for 2 VAT Installment Plan of huge VAT payable avoiding monthly Penalties with full successful .
- Make Claim for Non-Satisfied ZATCA Final Audit and Succeeded to remove penalties of 187,000 SR .
- Managing Cash Flow and succeeded to make more improvements of Outstanding Liabilities .

### Company of Al-Howail for Contracting & Real Estate Investment

- Designed accounting chart for Real Estate Investment Div. ( Commercial & Residential ) Al-Howail Company .
- Prepare all necessary arrangements to apply Value Added Tax (VAT 5%) in Jan. 2018 to the accounting system & the updates to (VAT 15%) in July 2020 for Al-Howail Company .

## **Company of Ceramica Cleopatra Group**

- Prepared cost control books for the production lines to serve the requirements of Cost Department for Ceramica Cleopatra Group Company .

## **EDUCATION & CERTIFICATIONS**

- **Zagazig University , Bachelor of Commerce 2010**
- Accounting Major , very good

### **ACCA : Jan. 2021**

- Certified IFRS

### **IMA : 2<sup>nd</sup> Qtr. 2020**

- Data Analytics & Visualization Fundamentals Certificate
- Microsoft Excel 365
- Statement of Cash Flows Tutorial

### **CFI : April. 2020**

- Reading Financial Statements
- Accounting Fundamental
- Excel Crash Course

### **Udemy : May. 2020**

- Analyzing and Visualizing Data with Microsoft **Power BI**
- Certified Tableau

### **Microsoft : April 2020**

- Microsoft Dynamics 365 Finance

### **Deloitte : June 2020**

- IFRS 16 Leases Basic & Advanced
- IAS 2 Inventory
- IAS 16 Property, Plant & Equip.
- IAS 38 Intangible Assets

### **LinkedIn : July 2020**

- Financial Accounting Foundation

## The Open University UK : July 2020

- Financial accounting and reporting
- Liquidity Management
- Risk Management
- MSE's Academy of Money

## Courses : Egypt 2010

- Business Administration Diploma
- Management Skills Diploma
- English Conversation Diploma
- Advanced Accounting Diploma
- Foreign Exchange Markets Course
- Intelligence Measurement Report & ICDL

## Other Personal Skills :

- Using Team Viewer for Connecting Branches PCs for Some Duties on Sales System
- More Information about Marketing Methods & Customer Thinking discuss with G.M
- Good Attention & Listener
- Good Supervisor , Kindly & Co-Operative
- Computer High Skills & Quick Typing

## Personal Information :

- Date of Birth : **21/05/1989 ( 32 years )**
- Nationality : **Egypt**
- Marital Status : **Married with 2 Children**
- Iqama Status : **Transferable**
- Iqama Expiration : **July 2022**
- Languages : **( Arabic - Native ) & ( English - Fluent )**

*Thanks for your review,,*

*Mohamed Hassouna,,*

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