

MOATAZ ASHOUR

Senior Accountant

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Summary

Goal-focused accountant with record of accurate reporting and budget management. Offering 5 years of experience handling finances for 3 locations. Processed payroll, budget, reports, audits, journals, expenditures and payments. Diligently maintains latest training on tax regulations and legal issues impacting financial operations. Hardworking and passionate job seeker with strong organizational skills eager to secure senior accountant position. Ready to help team achieve company goals.

Experience

KDI GT&C

Riyadh, Saudi Arabia

Senior Accountant

01/2023 - Present

FMCG Industry

- Maintains and balances subsidiary accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies.
- Prepares and records asset, liability, revenue, and expense entries by compiling and analyzing account information.
- Summarizes financial status by collecting information and preparing balance sheets, profit and loss statements, and other document.
- Completed year-end closing processes with controllers and external auditors.
- Prepared monthly journal entries and reconciliations.
- Handled month-end and year-end end finances by managing and reporting fixed assets and other data.
- Liaise with our financial manager and accounting manager to improve financial procedures.
- Provided journal entries and performed accounting on accrual basis.
- Created and introduced updated processes for accounts receivables and accounts payables.
- Prepared workings papers, reports and supporting documentation for audit findings.
- Daily follow-up on bank account open items and make monthly reconciliation.
- Tracked funds, prepared deposits and reconciled accounts.
- Manages the payroll process.
- Ensure timely bank payments.
- Used advanced software to prepare documents, reports, and presentations [Oracle NetSuite System].
- SOCPA membership since april 2023.

NOK Human Capital

Cairo, Egypt

Junior Accountant

01/2022 - 12/2022

Accounting Consultations

- Revising the Accounts Payable and Treasury process and ensuring they are done in the best possible way.
- Following up on the cash in, cash out, and bank transactions.
- Daily follow-up on bank account open items.
- Provide accurate, timely, and relevant recording, reporting, and analysis of financial information.
- Reviewing all AR accounting reports and documents including daily sales and listed cheques report.
- Verify, allocate, post and reconcile transactions.
- Reviewing expenditures of the company such as payroll and petty cash expenses.
- Assist senior accountants in the preparation of monthly/yearly closings.
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Prepared journal entries and entered into system using [Odoo System].

Al-Taawon For Petrol

Cairo, Egypt

Assistant Accountant

05/2019 - 12/2021

Oil & Gas Production

- Managing the collection process.
- Executing all the required tasks according to the business needs.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Reconciled company accounts for credit cards, employee expenses, and commissions.
- Managing day-to-day transactions.
- Ensuring payments, amounts and records are correct.
- Invoice processing and filing.
- Processing expense requests for the accountant to approve.
- Perform general administrative tasks such as filing and scanning.
- Updating and maintaining procedural documentation.

Education

Tanta University

Bachelor of Commerce, English Commerce, Accounting Major

01/2012 - 01/2017

Courses & Certificates

CMA Part 1 [In Progress]

Skills

Payroll Processing · Auditing Procedures · Accounts Payable · Accounts Receivable · General Ledger Accounting · Financial Reporting · Bank Reconciliation · Expense Tracking · GAAP Accounting · Bookkeeping · ERP Systems Proficiency · Quickbooks · Oracle NetSuite · Odoo · Microsoft Office · Microsoft Excel · Microsoft Word

Languages

Arabic Native

English Proficient