

Mahmoud Abdelrazek

Senior Accountant

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Phone number: 0508955960



Experienced bilingual, finance and accounting professional with over 22 years of professional experience in real estate, construction, and general trading.

Experience

April 2006 – April 2024

Senior Accountant / Saleh Omer Bin Haider (SOBH) Group, Dubai

Real Estate & construction & General Trading

AUGUST 2002 – DECEMBER 2005

Senior Accountant / Shafeco building materials, Sharjah

Construction & General trading

JANUARY 2001 – AUGUST 2002

Income Accountant (hospitality) / Ibrotel Arabella Hurghada Egypt

Education

Bachelors of Commerce & Accounting / Menoufia University (1999)

Responsibilities:

- Providing accurate and timely financial reports for finance managers as required
- Reconciling of assets and depreciation statement
- Recording bank statements and accounts
- Detecting, analyzing and proposing solutions for problems
- Ensuring accuracy and control in inter-company accounting
- Ensuring that general accounting service are provided appropriately
- Coordinating with P & B on invoicing and goods receiving
- Coordinating with Service on invoicing
- Follow up on payments with customers and suppliers
- Ensures all financial transactions are recorded accurately and proper records are maintained in to conform to statutory and reporting requirements.
- Maintenance of chart of accounts and allocation centers.
- Coordinating the payroll reviews, confirming its accuracy, verifying the base data, validating the corresponding vouchers.
- Reviewing, preparing and submitting VAT quarterly declaration reports.
- Direct management and follow up of the monthly closing activities required to provide the accurate and complete trial balance needed for the financial statements preparation.
- Manage, review, and improve the accounting practices to ensure reliable data allocation to provide optimal summarized reports that are basics for business decision making.
- Supervise the accounts reconciliations and assure that accounts review and balances confirmation are all received on a periodic basis.
- Confirming that all due purchase invoices are reported and paid on a timely basis.
- Provide feedback and recommendations for Finance Manager
- Providing necessary feedback for Head Department pertaining to department collectibles
- Managing and evaluating the accounting team supervised
- Follow up on payments with customers and suppliers
- Control all documents imported and exported to and from the Accounting Department, and to ensure its accuracy and validity.
- Responsible for directing and motivating members of own staff to carry out allocated duties in accordance with set policies and procedures and to expected standards so that the departmental objectives are achieved.
- Communicate with the auditors and comply with the audit requirements.
- Plan, manage, and supervise the periodic physical count of stock, investigate and review discrepancies, and recommend on the reported variance list.
- Confirm that inventories are all accurately evaluated in terms of purchase cost, extra costs, units, and weighted average cost.
- Control the stock movements in terms of Stock in and Stock out vouchers and confirm that all stock transactions are posted to accounting books on a timely basis and in accordance with the sales orders, purchase orders, and returns orders.
- Prepare a weekly cash flow that links cash position, aging receivable report, and aging payable report.
- Control of sisters companies accounts, reconciliation of direct and contra transactions.
- Confirming that all due invoices are collected, accurately booked and posted.

Training Courses

Accounting programs:

- ODOO
- Quick books
- Al Amen & Focus
- Microsoft Office (Excel – Word – Power Point)

Personal Information

DOB: June 18, 1977.

Marital status: Married

Nationality: Egyptian.

Driving License: UAE/ Light vehicle

References: Available upon request.