

Ahmed Mohamed ElMakki

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Personal Information

- Date of Birth: January 10,1987
- Nationality: Egyptian
- Marital Status: Married
- Visa Status : Resident

Objective

To be able to demonstrate my skills and abilities at financial accounting, as well as gain authentic experience working in a coordinated environment.

Education

BACHELOR OF COMMERCE |2007| TANTA UNIVERSITY, EGYPT

- Major: Accounting
- General Grade: Good
- **Advance Diploma** In Financial Accounting
- **CMA** certification studies (under examination)

Skills and Abilities

- Great oral as well as written communication skills.
- Able to lead teams and delegate responsibilities.
- Skilled in problem solving and critical thinking.
- Solid understanding of the main principles of accounting.
- Ability to explain design ideas and plans clearly.
- Flexible and able to work well in fast-paced environments.
- Highly developed numeracy and computer literacy skills.
- Self-motivator and able to motivate others.
- Able to keep up with the industry's best practices.
- Able to work individually and as part of a team.
- Confident with decision-making.

Summary

10+ years Accounting experience in (Financial Accounting). Accounts payable, Accounts receivable , Treasury , Bank & Cash In Manufacturing, Supply, Construction Field . To obtain a meaningful and challenging position in the accounting field that would enable me to utilize my analytical and technical skills to improve company's profitability.

Professional Work Experience

SENIOR ACCOUNTANT

AL KAITOOB BUILDING CONTRACTING L.L.C. (DUBAI, UAE)

MARCH 2015 – TILL DATE (2019)

- Prepare profit and loss statements and monthly closing and cost accounting reports.
- Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Establish , maintain and coordinate the implementation of accounting and accounting control procedures
- Receive and verify invoices and requisitions for goods and services
- Verify that transactions comply with financial policies and procedures
- Prepare batches of invoices for data entry
- The Payables Accountant is responsible for administering and processing all invoices within PF providing excellent service to internal and external customers within PF rules and regulations.
- Conducts invoice checking and contract reviews to ensure maximum credit is obtained by PF. Follows up on Credit Notes issuance and ensures properly offset against payments.
- Processes Supplier invoices and payments on timely basis and updates associated systems in accordance with Purchase Order, Goods Received Note, Levels of Authority and Admin & Finance Policies and Procedures.
- Acts as a center point of contact with regards to financial settling with suppliers; coordinates follows up; attends to suppliers' disputes; reports and resolves as required.
- Reconciles suppliers' statements; processes and books invoices and payments on timely and accurate basis as required.
- Conducts required invoices and contracts liabilities posting and reviews in the system and ensures accruals are complete and ready by 3rd week of January every year.
- Reconciles suppliers' statements of account regularly and resolve differences in a timely manner.
- Processes and pays all types of Employee related payments.
- Responsible for the timely and accurate organization, filing and safe keeping of invoices and associated documents.
- Recommends and implements changes to payable systems & procedures.
- Provides Payable related reports as required
- Keeps management advised of potential problem areas, recommends and implements change as appropriate.
- Constrain and regulate VAT records and accounts
- Preparation and submission of the VAT declaration.
- Recommends financial actions by analyzing accounting options.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Support month-end and year-end close process
- Proactively identify areas for business improvement or insights. Carry out analysis and make recommendations on potential improvements.
- Proficient in MS Office (especially Excel) and accounting software

GENERAL ACCOUNTANT

AL FATH BUILDING CONTRACTING L.L.C. (DUBAI, UAE)

JUNE 2012 – March 2015

- ✓ Managed entire accounts receivable and payable processes, including preparation and tracking of invoices, monthly statement and collection calls.
- ✓ Reconciled all accounts in balance sheet and performed journal entries.
- ✓ Prepared monthly accounts receivable and payable reports, month-end closing and financial statement.
- ✓ Debtor account and accruals account monthly reconciliation.
- ✓ Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
- ✓ Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.

GENERAL ACCOUNTANT

AL FAYEZ CONTRACTING & TRADING LLC, DOHA, QATAR

JAN 2011 – APRIL 2012

- ❖ Prepare and post journal entries for inter-company accounts.
- ❖ Perform financial analysis of monthly and quarterly activity.
- ❖ Research and determine appropriate accounting for ceded transactions.
- ❖ Prepare financial statements on a monthly and Quarterly basis.
- ❖ Prepare and review various financial reports requested by Senior Management.
- ❖ Prepare reconciliation of statements and accounts to systems sub-ledger accounts to ensure accuracy.

JONIER ACCOUNTANT

UNICHEM INTERMEDIATE PRODUCTS, ALEXANDRIA , EGYPT

MARCH 2008 – DECEMBER 2010

- Follow up with the customers for the payments and reconciliation.
- Monitor customer account details for non payments, delayed payments and other irregularities.
- Preparing Account Receivables ageing report every month end.
- Preparing petty cash vouchers and updating in the system under proper head with necessary approvals.
- Preparing deposit slips for the cash and cheques and handing over to PRO to deposit in the bank.
- Updating daily bank deposits in the financial system as per the deposit slips.
- Coordinating with the bank for the issues and resolving them.
- Preparing cash flow statement on monthly basis.

- Checking bank Accounts daily, entering in the bank book and finalizing whether there are necessary funds for cheque clearance.
- Preparation of monthly bank reconciliation statement for all the bank accounts.
- Preparing and placing purchase orders to suppliers as per the company policy
- Preparing Goods Received Note in the system as per delivery note.
- Preparing purchase return document in the system for the goods returned.
- Verifying the supplier invoices and updating in the financial systems.
- Processing supplier payments as per the credit terms.
- Coordinating with the supplier for getting the credit note for any damage goods while delivery.

Software Skills

- Microsoft Office Suite
- Advance Excel
- Quick books , Peachtree, Other Software

Languages

- Arabic: Native
- English: Professional working proficiency