



Mohamed Ellithy

Experience

**03/2018 G. –To : Present,
Senior Accountant • Atlas International Medical Complex.**

- Established the accounting and the inventory system
- Arrange in establishing the necessary chart of accounts.
- Recording day to day bookkeeping & supervising the daily entries of the accounting team.
- Issuing purchase invoices, applying purchase discounts.
- Involved in deals negotiations,
- Verified customers and vendors balances on a monthly basis.
- Record all operating and capital expenses, payrolls, asset acquisition and monthly depreciations.
- Full supervision of the issuance of monthly income lists, with the necessary clarification for reasons of profits or losses.
- Full supervision of issuing the cash flow statement (cash, investment)
- Reviewing trial balances.
- Communicated with Zakat authority, registered VAT, calculate VAT and Zakat return.
- Analyzing the necessary expenses and current and future costs, while studying the profit target.
- High ability to research and develop the necessary results to meet the needs of working conditions.

**05/2014 G. –To: 03/2018 G.
Senior Accountant • Home Borders Co.**



El-Shaba Street, Al-
Monasih.
Riyadh, Saudi Arabia.



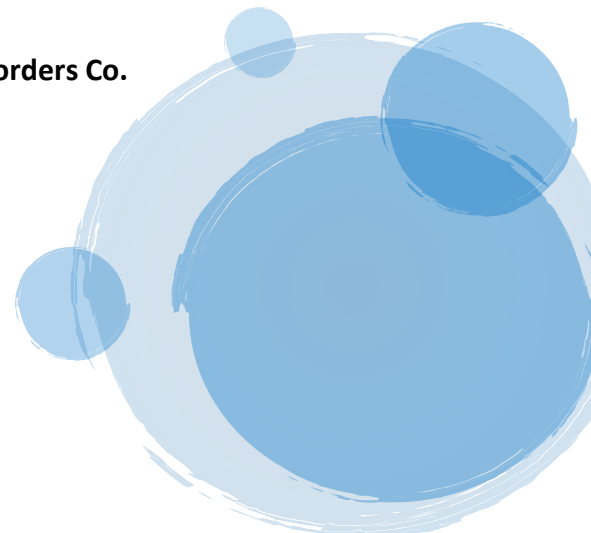
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Objective

Highly competent and organized senior accountant looking for a position at a big enterprise. Offering deep insight into providing financial reporting and daily accounting support, and compiling and presenting accounting reports and financial statements in accordance with the company's directives



Technical Skills

- Very high flexibility working with new accounting applications.
- E-care systems (Advanced Level).
- Sage Peachtree.
- QuickBooks package.
- Microsoft office (excel, word)
- Microsoft Dynamics Nav

Memberships.

- Saudi Organization of Chartered Public Accountants. (SOCPA).
- Egyptian Society of Accountants & Auditors.

Certificates.

- Chartered Management Accountant under learning. (CMA part one)

- Established the accounting and the inventory system and the chart accounts.
- Recording day to day bookkeeping.
- Issuing sales invoices, purchase invoices, applying both sales and purchase discounts.
- Verified customers and vendors balances on a monthly basis.
- Recognition the revenue and revenue coming from long term construction contracts by the completed-contract method and the percentage-of-completion method.
- Managed petty cash.
- Manage and recording all operating expenses and capital expenses, payrolls, assets acquisition and monthly depreciations.
- Bank reconciliation.
- Adjusting entries for accruals, prepaid expenses, reviewing of trial balance.
- Inventory movements and physical adjustments.
- Generating monthly income statement from operations and other comprehensive income.
- Calculate and interpret coverage ratios form income statement (interest coverage)
- Generating monthly the cash flow from operations and investing.
- Prepare financial statement at end of each fiscal year.
- Calculate and interpret leverage ratios from balance sheet (debt-to-equity ratio).

08/2012 G. –To: 05/2014 G.

Accountant • Alexandria Sanitary Drainage.

- Follow up customer collections; supervise collectors in order to ensure fast deposits.
- Enter collections to SAP.
- Record accrued expenses and release payments on time.

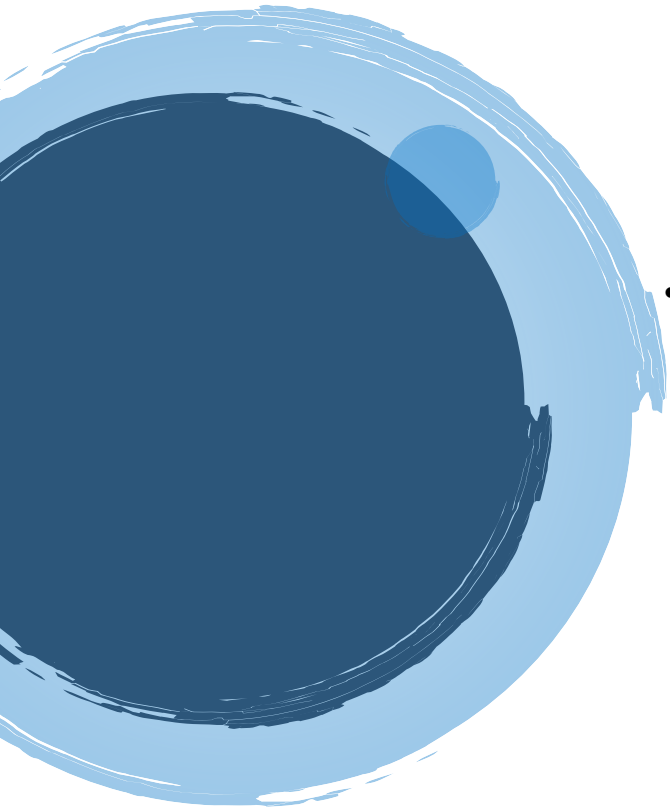
Education

Damanhur University, Damanhur city, Egypt.

- 2012 Bachelor degree in finance from Damanhur University, with overall good grades.

References

- Mr. Ashraf Makald. • **Senior Accountant at R&M.**



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- Mr. Mohamed Fawzy • **Insurance Coordinator at Atlas International Medical Complex.**

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