

# Maher Mohammed Mohammed Abaza

Jeddah KSA  
Cell: 00966572209773  
E-Mail: [abaza703@gmail.com](mailto:abaza703@gmail.com)

## CAREER PROFILE

- Have strong working knowledge of International Financial Reporting Standards (IFRS) and understanding of general ledger accounting.
- Detail oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

## FIELD OF INTEREST

Accounting

## QUALIFICATIONS / EDUCATION

### Qualification

BS in Accounting  
IFRS Certification - ID Ref. # AD53569.

### Institute

Zagazig University, Egypt  
Association of Chartered Certified Accountants (ACCA)

## EMPLOYMENT

June 2016 - Present

### Chief Accountant – Sitteen Trading Co

- Prepare and monitor a daily cash position report.
- Work closely with concerned parties to follow up on collections in order to maintain long-term liquidity forecasting with adherence to the company collection policies and procedures.
- Work closely with banks & performing the operational transactions e.g. (allocation of cash balances, loan requests, settlements, rollover, early settlements and partial settlements etc...)
- Prepare and review Wire transfers via different online banking systems.
- Prepare and review import & export (CAD) documents under collection with the banks.
- Responsible of providing legal, security and collateral documents to bank RM in case of semiannual review / annual facility renewals.
- Perform account reconciliations
- Research and resolve payment discrepancies
- Follow established procedures for processing receipts, cash etc
- Preparing and reviewing Financial Statement including P&L, balance Sheet and Cash Flow.
- Preparing various schedules relate to Fixed Assets, Prepaid Assets and Accrued Liabilities.
- Direct reporting to General Manager.

- Coordinating with Suppliers and Customer on matters related to Finance and Accounts.
- Ensure close relationship with Banks related to LC, and other bank facilities
- Prepare monthly salaries and prepare a bank payroll file
- Upload the payroll file on the Ministry of Labor website and respond to the monthly salary notes

**December 2013 - may 2016**

**Senior General Ledger Accountant – Sitteen Trading Co.) Jeddah, KSA.**

- Manage and control the day to day accounting activities required to maintain the Company's General Ledger.
- Perform and review the work related to accounting including, but not limited to, cash reconciliations, Customer Account Statement Reconciliations, Accounts Receivable and Payables transactions, Fixed Asset activity, debt activity, recording of revenue and expenses, etc.).
- Ensure proper accounting for all transactions especially at period closing.
- Preparing consolidated Budget as well as consolidated Financial Statements.
- Resolve complex accounting issues and resolving financial issues.
- Coordinating with Banks on matters related to Letters of Credit and Letters of Guarantee.
- Reviews General Ledger on a monthly basis to ensure accuracy of posting and budgetary limits.
- Ensure an accurate and timely monthly, quarterly and year end close.
- Ensure the timely reporting of all monthly financial information.
- Preparing reports pertaining to the research, study and suggestions over Financial Information
- Prepare monthly channel wise Sales report and sales analyses for the management
- Follow up with Customers for due payments and coordinating with Sales department to resolve issues related to invoices, credit notes etc.
- Verifying and posting all invoices issued with special discounts and make sure proper approval from competent authority is available before finalization into the system.
- Maintain customer master in the ERP for new customers as well as any changes to the existing customers.
- Prepare ageing analysis report for the management on weekly basis.
- Prepare monthly salaries and prepare a bank payroll file
- Responsibility for the renewal of staff stays through the Office of Labor and Passports

**August 2012 – July 2013**

**Accounting                      Arab Co. For Manufacturing Electrical Appliances.Egypt**

- Generate budgets and forecasts on semi-annual basis for the management team.
- Report on variances in quarterly costing reports.
- Prepare annual company accounts and reports.
- Administer online banking functions and company expenses.
- Deal with bank transactions (issued/received/deposited cheques),
- Booking of all accounting entries after reviewing all the documents and make sure that all are complete.
- Monitoring and supervising cashiers and make sure of the accuracy of payment and receipt vouchers.
- Reviewing Purchasing invoices and make sure that it is tallying with the approved Purchase orders and compare it with warehouse receiving note and make sure that the correct quantities has been delivered .
- Reconcile Supplier and Customer statements monthly.
- Preparing banks reconciliations on monthly basis and close the pending with the proper adjusting entries.
- Holding Car Insurance files for the company and following the claims with insurance company.

- Making the annual inventory for fixed assets and reconcile it with the book value.

## **TECHNICAL SKILLS**

**Software & Packages** : MS Office / Epicor / Peach Tree / Horizon accounting software / Smacc.  
**Operating Systems** : Windows 10/ Windows 2007 Workstation/ Windows XP/ Windows Vista.

## **PERSONAL INFORMATION**

**Date of Birth** : 30 March 1990  
**Marital Status** : Married  
**Iqama** : Transferable