

Contact

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Personal Info

- Iqama: Valid & Transferable
- SOCPA Membership: Valid
- Notice Period: Immediately
- Driving License: Valid

Hard Skills

- Accounts Receivable & Payable
- Microsoft Dynamics ERP
- Implementation
- Accounting
- Financial Statements & Reports
- Account Reconciliation
- Bank Reconciliation
- Microsoft Excel
- Analysis
- Efficiency
- Budgeting
- Finance
- Internal Audits
- Regulatory Compliance
- Generally Accepted Accounting Principles (GAAP)

Soft Skills

- Accuracy
- Deadline Oriented
- Communication
- Leadership
- Decision Making
- Organized
- Negotiation
- Details Oriented
- Team Work
- Critical Thinking

Languages

English (Professional Working)

Arabic (Native)

Education

Minufiya University, Egypt

Bachelor of Commerce

Major in Accounting

Certifications

The Ministry of Culture in Egypt

MS Windows: Excel

Nour Roshdy

King Saud bin Abdulaziz Street, Al Mazruiyah District, Dammam, Saudi Arabia

Professional Experience

Electrical and Mechanical Services and Construction Co. Ltd.

Accounting Supervisor

February 2023 - Present

Vision Tower, Prince Sultan St., Al Rawdah District, Jeddah

- Prepared particularized financial reports, which improved clarity and informed decision-making for senior management; amplified report accuracy by 95%.
- Executed monthly closing procedures efficiently and utilized an inclusive checklist; dropped processing time by 30%; and confirmed timely financial data submission.
- Assessed the procurement workflow for weaknesses; appointed corrective measures that mitigated 95% of risk exposure and guaranteed secure purchasing processes.
- Produced detailed monthly VAT reports; boosted financial transparency and streamlined compliance processes while maintaining 100% accuracy in all financial records.
- Delivered detailed reports on monthly payroll and payroll changes to ensure compliance with regulations; assured reliable processes that maintained an operational efficiency rating exceeding 90%.
- Championed a review of fleet insurance coverage and recognized opportunities to renegotiate terms; downsized a 20% saving in charges; and upgraded the insurance policy's overall coverage scope.
- Liaised with the external auditor and arranged all necessary schedules annually; accelerated getting accreditation on financial statements by 35%.
- Initiated courier agreement (Aramex); reduced courier shipping cost by 65%, besides the availability of the credit payment method.

United Yousef M Naghi Co. Ltd.

Senior Accountant

April 2021 - January 2023

Naghi Group Office, Prince Saud Al Faisal St., Al Rawdah District, Jeddah

- Implemented the ZulAssets system for fixed assets and accomplished the physical count of 7,400 assets (34%) through 45 locations (48%).
- Developed comprehensive budgets aligned with strategic goals; resulted in better resource allocation and a 20% scaling down in unnecessary expenses.
- Analyzed the gap between the monthly profit and loss results versus the budget; committed to sticking to the budget by 70%.
- Drove cost reduction initiatives in the projects' division at rental locations, lease vehicles, and outsourcing; increased revenue and decreased controllable costs impacted the bottom line by 200,000 SAR (41%) monthly.
- Diagnosed existing accounting processes and established accurate practices; afforded financial stability by 90% through systematic analysis and targeted improvements.
- Identified and corrected discrepancies in financial statements; achieved 98% accuracy during random audits; performed efficient reviews that lowered errors by cutting down reconciliation time from days to hours for specific accounts.

Mahmoud Nashar & Partners Co.

General Accountant

November 2017 - March 2021

Humaidi Center, Prince Sultan St., Muhammadiya district, Jeddah

- Led the implementation of the Microsoft Dynamics AX 2012 R3 system, created financial dimensions, and set up the journal; ensured no inconsistency by 90%.
- Directed 9 of the biggest key account customers in FMCG over the Kingdom, administered the credit notes with 100% adherence to contract terms; eliminated variations; and enhanced client satisfaction by 90%.
- Monitored ongoing expenses and forecasted activities every month; defeating excess expenses against the budget at the lowest range of 10% to 12%.

Al-Emad Global Food Industries Co. Ltd.

General Accountant

November 2016 - October 2017

Industrial City, Area 1, Phase 5, Jeddah

- Conducted workflow processes to establish internal controls; warranted discipline throughout the operation by 100%.

International Timber Company Ltd.

General Accountant

June 2014 - October 2016

Al Ned St., Al Zahra District, Villa 4, Jeddah

- Managed accounts receivable, generated the aging reports, and calculated the DSO and sales turnover ratio to evaluate the customers; promoted credit eligibility by 75%.
- Traced the overdue payments; minimized the allowance for doubtful debts by 30%; and controlled the cash flow by 20%.
- Innovated an Excel spreadsheet; scaled down the process of reconciling bank statements by 70% with accuracy and efficiency.