

MOHAMED HAMDY

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As a chief accountant at Blue Dolphin, a holding company for various commercial activities, I oversee all aspects of financial operations, including budgeting, forecasting, and financial reporting. I have +12 years of experience in accounting and finance.

I am proficient in Odoo ERP and Excel, and I have successfully implemented and streamlined accounting systems and processes across multiple sectors. My mission is to ensure accuracy, compliance, and efficiency in all financial matters.

SKILLS

- Account Management | Annual Reports | Account Reconciliation.
- Budgeting | Cash flow.
- Finance Operations | Monthly financial statements.
- Data Analysis | Excel.
- Leadership | Time Management.
- System Implementations.

WORK EXPERIENCE

➤ Chief Accountant | Blue dolphin & Red Sea company, Kuwait

(12/2019)– Present

Blue Dolphin is a holding company for a variety of commercial activities include Tourism, IT, Fashion, Construction & interior design and marine equipment's.

- Maintain accounting controls by establishing chart of accounts and defining accounting policies and procedures.
- Met accounting financial objectives by forecasting requirements, preparing annual budgets and scheduling expenditures.
- Establish financial status by developing and implementing systems for collecting, analyzing, verifying and reporting financial information.
- Monitor and analyzed accounting data and produced financial reports or statements with Odoo Software.
- Investigate daily variances and corrected errors to resolve discrepancies.
- Maintained payroll and benefits for employees in various locations and diminished financial discrepancies through expert program management.
- Prepare cash flow projections, cost analysis and monthly, quarterly and annual reports.
- Supervise and maintain financial and administrative records and reconcile expenditures, balances, payments, statements and other data for day-to-day transactions and reports.
- Track and solve all Odoo ERP cycle posting errors including Accounting, purchase, sales, inventory and POS modules for all companies.
- Supervising inventory department to make sure that all the receiving and issuance has recorded properly.
- Generate all monthly quarterly and annual financial reports.
- Evaluate accounting system and provide recommendations to IT team for performance improvements.

➤ **Chief Accountant | Ceaser plus General Trading and contracting, Kuwait** (07/2014) – (12-2019)

Ceaser plus is a holding company for a variety of commercial activities include Catering, Gym and coffee shop.

- Review historical records, current operational data and forecasting information to identify and capitalize on system enhancement opportunities.
- Analyze financial audit information and made recommendations to improve efficiencies.
- Prepare working papers, reports and supporting documentation for audit findings.
- Collaborate with other departments to achieve accurate and prompt financial reporting.
- Maintained payroll and benefits for employees in various locations and diminished financial discrepancies through expert program management.
- Prepare all monthly quarterly and annual financial reports.
- Provide guidance to other Accountants when needed.
- Manage and assisted management in annual budget process.
- Complete daily accounting tasks including tracking funds
- Supervising inventory department to make sure that all the receiving and issuance has recorded properly.

➤ **Senior Accountant | Elhassan consulting, Egypt** (07/2012) – (04-2014)

- Preparing the monthly payroll of entire staff of the employer Compiled general ledger entries.
- Managed daily accounting tasks including tracking funds, preparing deposits and reconciling accounts.
- Maintained and processed invoices, deposits and money logs.
- Organized and carried out efficient month-end, quarterly and year- end processes.
- Prepared financial statements and facilitated account closing procedures each month.
- Maintained integrity of general ledger, including chart of accounts.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Tracked financial progress by creating quarterly and yearly balance sheets.

➤ **Audit Associate| The Arabian consulting office, Egypt** (04/2011) – (07-2012)

- Drafted complete annual audit reports including all footnote disclosures standards.
- Completed audit papers by thoroughly documenting audit tests and findings equipment or watching certain processes or procedures being performed.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Examine financial and accounting records, other documents, and tangible items such as plant.

EDUCATION

FACULTY OF COMMERCE | BENI-SUIF UNIVERSITY, Egypt.

Graduation Year (2009)

BA. Of commerce 2009 in accounting with grade of Good.

LANGUAGES

- ARABIC: Native Language
- ENGLISH: Advanced (speaking, reading and writing)

COURSES

- English Advanced American general course level 8. Cambridge Training College Britain-Egypt Office Issued Mar 2011.
- English American general course level 5 Amideast Issued Nov 2010
- English American general course level 4 Amideast Issued Oct 2010
- ICDL UNESCO Issued June 2010 Credential ID UN09088185
- Sales and Marketing Cairo University Issued Apr 2008