

AHMED MOSTAFA FAKHR ELDIN

Senior Accountant

Riyadh, Saudi Arabia | Egyptian Nationality | Saudi Driving License

PROFESSIONAL SUMMARY

Senior Accountant with over 17 years of experience in managing, automating, and optimizing accounting operations across multiple industries including retail, flowers trading, textiles, tourism, and contracting. Strong expertise in ERP systems (Odoo, SMACC, Zoho, Xero, Enjz ERP) and accounting process automation. Proven ability to manage branch accounting, customer accounts, cash flow, and financial statements. Currently pursuing IFRS Diploma with a solid background in both accounting and technology.

CORE SKILLS

- Financial Accounting & Reporting
 - IFRS (In Progress)
 - Accounts Receivable & Payable
 - Branch & Multi-Company Accounting
 - Cash Management & Reconciliation
 - ERP Systems Implementation & Optimization
 - Accounting Automation & Scripting
 - Financial Statements Preparation
 - Budgeting & Cost Control
 - Advanced Excel for Accounting
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ERP & SOFTWARE

- Odoo ERP
- SMACC Accounting System
- Zoho Books
- Xero
- Enjz ERP
- QuickBooks
- Microsoft Excel (Advanced)

- Microsoft Windows
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PROFESSIONAL EXPERIENCE

Dream Roses Co. for Flower Trading – Riyadh

Acting Deputy Chief Accountant & Cash Supervisor

Mar 2020 – Present

- Supervise branch accounting and customer accounts management.
 - Manage company cash flow and daily cash operations.
 - Work extensively on Odoo and SMACC accounting systems.
 - Develop automation scripts to streamline routine accounting tasks.
 - Automate customer statement generation and distribution.
 - Support financial reporting and management decision-making.
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AL-MAWRED ADVANCED – Contracting Company

Senior Accountant

Mar 2019 – Mar 2020

- Managed all company accounts including clients, suppliers, and payroll.
 - Prepared Statement of Comprehensive Income and Statement of Financial Position.
 - Handled full accounting cycle independently.
 - Ensured accurate financial reporting and compliance.
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Baqetward – Flowers Trading Establishment

Chief of Accounts

Mar 2016 – Mar 2019

- Led accounting operations for multiple branches (Al-Ahsa & Riyadh).
 - Supervised accounting staff and branch reporting.
 - Managed financial records and inter-branch reconciliation.
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G-TAX – Textile Trading Company

Financial Accountant

Aug 2014 – Feb 2016

- Managed client accounts, cheques, bills of exchange, and payment instruments.

- Participated in converting the accounting system from manual to electronic.
 - Acted as Deputy Chief Accountant when required.
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BlueRiver – Tourism Company

Financial Accountant

Oct 2011 – Aug 2014

- Responsible for airline ticket payments and fund management.
 - Prepared account analysis reports for management.
 - Supported daily accounting and financial control activities.
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EDUCATION

- Bachelor of Commerce (Accounting)
Alexandria University – Faculty of Commerce, 2010
 - IFRS Diploma – In Progress
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CERTIFICATIONS & COURSES

- IFRS Diploma (In Progress)
 - Financial Accountant Course (70 Hours)
 - QuickBooks Diploma (35 Hours)
 - Commercial Excel
 - ICDL
 - Forex Certificate
 - First Aid Certificate
 - Microsoft Windows Certified
 - Preparing Leaders – Dr. Tareq Al-Suwaidan
 - Creative Thinking, Time Management & Planning Courses
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LANGUAGES

- Arabic: Native
 - English: Professional Working Proficiency
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ADDITIONAL INFORMATION

- **Marital Status: Married**
- **Date of Birth: 15 January 1987**
- **Website: www.aedmost.com**