

# MOHAMED KHAMIES

## SENIOR ACCOUNTANT

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## SUMMARY

Dynamic Senior Accountant with more than 13 years of experience, proven expertise at Medical Clinic, excelling in financial reporting and tax preparation. Proficient in Microsoft Excel and skilled in team collaboration, delivering impactful results in fast-paced environments, currently advancing professional qualifications through the IFRS diploma.

## EXPERIENCE

### SENIOR ACCOUNTANT

٢٠١٠ TO PRESENT

#### ADVANCED MEDICAL CLINIC, AL MAZER, RIYADH

Manage accounting activities using the Nitco ERP system, from entering daily transactions to preparing trial balance reports.

Offer a comprehensive range of services, including income tax filing, audit support, financial statement preparation, general ledger accounting, and bank reconciliations.

Prepare tax returns in accordance with the Authority's requirements, maintain tax records for the financial periods, respond to the Authority's observations, and submit claims for the refund of due value-added tax.

Reviewing bank accounts, ensuring proper recording and directing of accounting transactions; preparing bank reconciliations; and recording tax invoices on bank commissions. Some banks have implemented this online: Al Rajhi, Alinma, National Commercial Bank of Saudi Arabia, and Arab National Bank.

Managing and monitoring accounts receivable and verifying the issuance of invoices according to the authority's requirements, submitting collection claims due from clients, and following up on the debt aging schedule with an expected collections report with the Medical Insurance Department Manager.

Preparing monthly financial reports on the costs of medical clinics based on units, departments, and quarterly financial statements using pivot tables.

End of the year, preparing adjustments for both prepaid expenses and accrued expenses, prepaid revenues and accrued revenues, and verifying the trial balance before and after adjustments to ensure a fair, accurate, and comprehensive presentation for the preparation of financial statements.

### GENERAL ACCOUNTANT

2023 - 2025

#### REVAL MEDICAL GROUP, YARMOK, RIYADH

Work on the accounting Dentech (E R P) system, starting from the introduction of daily restrictions until the trial balance extract.

Follow up and review the monthly bank accounts and bank settlements at the end of each month, ensuring that commissions and bank interest are registered and validated.

Preparing tax returns and responding to the observations of the Zakat, Tax, and Customs Authority.

Closing accounts and financial books at the end of each month and making Financial reports.

### **GENERAL ACCOUNTANT**

**2012 -2022**

#### **ATLALA MEDICAL COMPLEX, TUMER, RIYADH**

Work on the accounting Naphes (E R P) system, starting from the introduction of daily restrictions until the trial balance extract.

Assisted with payroll and pension service management.

Assisted with records organization and preparation, and other office duties to support financial and accounting operations

Supervise the accounting books, records, and forms required to control the company's accounting system, record it, and use it in accordance with the accounting cycle.

Follow-up accounts payable, schedule payments and issue checks, and keep Track of that on the system.

Prepare tax returns in accordance with the Authority's requirements.

## **EDUCATION**

### **BACHELOR'S DEGREE IN COMMERCE, BENI SUEF UNIVERSITY, MAY 2010**

- IFRS Background Study (In Progress for JUNE 2026).
- International Computer Driving License (ICDL).
- Diploma in computerized financial accounting includes creating journals, ledgers using Excel, and creating financial reports using Excel.
- Accounting Diploma: In preparing a budget for a company, revenue budget, cost budget, cash budget, estimated income statement, estimated balance sheet, estimated revenues statement, and estimated cost statement.
- Diploma in Computer for serving the management, including inventory, sales, purchases, and financial analysis

## **SKILLS**

- Compliance at work
- Microsoft Office Excel and Word programs
- Financial reports using pivot tables
- Working within a team and taking responsibility for work
- Member of the Saudi Organization for Auditors and Accountants
- Exceptional oral and written communication
- Good at English