

**Mahmoud Mohamed Elsadoney**  
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**Address:** Hamad Al Mubarak St., Block 02, Salmiya, Kuwait.

## OBJECTIVE

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Seeking a challenging leadership role where I can utilize my strong analytical skills, attention to detail, and proven ability to streamline financial workflows, ultimately ensuring the organization's financial health and fostering sustainable growth.

## EDUCATION

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### PROFESSIONAL:

**Financial Manager Diploma – May 2024.**  
**ISSUER:** American Board of Professional Studies.

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**Certified Financial Consultant ® – April 2016.**  
**ISSUER:** Institute of Financial Consultants.

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### ACADEMIC:

**Bachelor's degree, Faculty of commerce -2005**  
University of Zagazig  
**Major:** - Accounting  
**Grade:** Good

## CAREER HISTORY

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### ➤ **Current Position: Chief Accountant.**

**Group:** MMS Group.

**Company:** MMS & Partners General Trading Co.

**Address:** Zajęcza 15. P.O. BOX: 00-351 Warszawa, Polska.

**December-21 to: Present**

- Managing the company financial accounting, monitoring, and reporting system.
- Prepare, manage and present quarterly reports.
- Preparing financial position forecast, and cash flow forecast to support immediate and future funding needs.
- Manage working capital to ensure financial efficiency and maintain sufficient cash flow to cover short-term operating costs and short-term debt obligations.
- Monitoring financial transactions, receivables, payables, projected cash and fund's flows
- Manage, and oversee all accounting departments, and oversee the entire accounting team.
- Reconciling the customer accounts monthly to ensure all payments are accurately recorded.
- Review cash position, bank reconciliation data and monitor daily banking transactions.
- Approving, authorizing all payments and ensuring accuracy in timelines and accuracy in all payments.
- Assist in the preparation of annual budgets.
- Oversee the operations of all accounting functions including Accounts Payable, Accounts receivable, Treasury, Fixed Assets, Month-end accruals, and provisions.
- Ensure that all necessary documents are requested, collected, and compiled
- Organize and update financial records; Monitor all bookkeeping
- Analyze accounts and suggest improvements to reduce costs and increase profits

➤ **Current Position: Acting Chief Accountant.**

**Company: SKM Refrigeration, Air Conditioning & Contracting Co.**

**Address: Al-Soor Street, Kuwait**

**Factory: SKM Air Conditioning Equipment.**

**Address: Sharjah, United Arab Emirates**

**August -16 to: December-21**

- Collecting and analyzing data, which is used in the preparation of monthly estimates.
- Advising on estimates for project funding "Borrowing /interest report in monthly basis".
- Handling / arranging Letter of Credit (LC) and Bank Guarantee (LG).
- Reviewing of terms and conditions related to banks' contracts regularly.
- Preparing quarterly forecast cash flow with monthly update, and controlling expenditure and cash flow.
- Oversee billing and A/R collections for company business lines.
- Oversee COGS, PI's and A/P for company business lines.
- Ensure daily / monthly bank reconciliation is completed.
- Conducting / verifying the daily transaction, such as petty cash, PI, AR.....others
- Verifying / approved company payroll, and employees' entitlements "LS & EOS".
- Examining financial records to check for accuracy, responding to financial inquiries by gathering and interpreting data.
- Maintaining accurate and up to date records of all financial transactions.
- Managing the accounting team, and the day-to-day finance and accounts operations.
- Assisting with the preparation of year-end accounts and statutory accounts
- Managing and training staff when necessary.
- All other takes assigned by financial / Account's manager.

➤ **Current Position: Sr. Accountant.**

**Group: Fouad Alghanim & Sons Group of Cos.**

**Company: Alghanim International General Trading & Contracting Co.**

**Subsidiary: Al-Ahlia Integrated General Trading & Contracting Co.**

**Address : Shuwaikh, Kuwait.**

**April-14 to: July-16**

- Manage and train accounting employees.
- Supervises the accounting team members including distributing and reviewing work accomplished.
- Perform cash flow forecasting, budgeting, and working closely with the operations and project teams in analysing margins, variances and cost analysis.
- Accounts receivable control.
- Verifying / approved company payroll, employee's entitlement "leave salary, indemnity".
- Maintaining strong bank relationships to secure bank facilities in line with the entity's needs.
- Handling / arranging Letter of Credit (LC) and Bank Guarantee (LG).
- Reviewing of terms and conditions related to banks' contracts regularly.
- Borrowing, interest report on a monthly basis.
- Related party reconciliation.
- Strong project management Skill.
- Ability to problem solve independently or through collaborative efforts with various personnel.
- Perform other related duties as may be requested by management.

➤ **Previous Position: Accounts officer.**

**Group: Buyout Investment Group (BIG Holding).**

**Subsidiary: Kuwait Reconstruction House Co (KRH).**

**Address: Sherq, Kuwait city.**

**Oct-08 to: April-14.**

- Generating timely reports, Balance sheet, Profitability reports, Variance analysis required by the FM / CFO.
- Cost control.
- Monitoring actual cost of work performed.
- Calculate and process monthly revenue & process the entry as per monthly progress report.
- Preparation of daily cash position, forecast & actual cash flow.
- Preparation of monthly intercompany reconciliation.
- Performs daily updates, using the online banking statements, checks new /existing and follow up transactions, daily bank reconciliation.
- Follow Fixed Asset and calculate/ booking the monthly depreciation.
- Verify & approved monthly payroll & wages.
- Maintains general ledger, including preparation entry and posting of journal entries, invoices and credit/debit notes.
- Performs accounts payable function such as verifying and entering monthly subcontractor payments and supplier invoices into the system, issuing cheques / transfers and ensuring expenditures are charged to appropriate projects accounts.
- Performs accounts receivable function such as verifying and entering monthly certified payments into the system, ensuring revenues are credited to appropriate projects accounts and accounting for collections, aging report.
- Reconcile, adjust and maintain Balance Sheet accounts such as Expenses, Petty Cash Bank accounts, Accounts receivable, Payroll related payable and all income accounts.
- Processing payments to suppliers/vendors.
- Assist company auditors including preparation of schedules, providing explanations and supporting documents and any other assistance to perform audit satisfactorily.
- Assist Finance Manager on any other areas under his responsibility.
- Be a lead Ambassador of KRH and BIG and Sister company at all times.

➤ **Previous Position: Accountant**

**Company: Copri Construction Enterprises**

**Address: Al-Ardiya Industrial**

**March-07 to: Sep-08**

- Manage the Accounts receivable process to ensure timely and accurate payment of all invoices from customers.
- Preparation of actual cost report.
- Ensure earliest invoicing of all costs and intra-company balances
- Ensure accurate capitalization and depreciation for all company's fixed assets.
- Compile and issue daily and monthly cash and bank reports, Meet month-end deadlines.

➤ **Previous Position: Accountant**

**Company: Arsan Paints & Insulation &Gen Construction Co.**

**Address : Kuwait city, Al-Soor Street**

**Oct-06 to: March-07**

- Support in preparation of standard and management reports.
- Verify & process supplier invoices and process the payment as per LPO terms.
- Daily bank reconciliations.
- Calculate & Process monthly payroll, and wages.
- Checking & posting petty cash.
- Performs elementary reconciliation operations involving closely related documents, records and accounts.

➤ **Previous Position: Jr. Accountant**  
**Company: Al-Jamal Gen & Trading &Cont. Co.**  
**Address : Al-Sharqiya, Egypt.**

**Sep-05 to: Aug-06**

- Checking & process supplier invoices.
- Checking & process petty cash.
- Calculate & Process monthly payroll.
- Calculate & process monthly wages.

## **Skills**

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- An analytical mind.
- Business awareness.
- Interpersonal Skills.
- Financial reporting.
- Budgeting and forecasting.
- Deadline-orientated and an ability to stick to time constraints.
- Internal Controls
- Team management
- ERP accounting software.

## **Languages**

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Arabic: Native  
English: Fluent

## **Personal data**

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**Full name:** Mahmoud Mohamed Abdulhamid El-Sadoney  
**Date of birth:** 28/7/1984  
**Marital Status:** Married  
**Nationality:** Egyptian  
**License:** available