MOSTAFA ELDIB

Accountant | AP/AR & Financial Data Analysis

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Portfolio: mostafaeldib.com | Iqama: Transferable | Availability: Immediate

LIVE PORTFOLIO

Scan for dashboards & Excel files

PROFESSIONAL SUMMARY

Accountant with 10+ years across the full accounting cycle: general ledger, AP/AR and collections, supplier and bank reconciliations, payroll, inventory and cost accounting, and month-end and year-end closing. Closed monthly accounts within one working day, cut operating expenses by 20–25% through expense analysis, and collected EGP 10–12M a year in receivables. Uses Advanced Excel, Power Query, and Power BI to turn accounting data into management reports and dashboards. PMP® certified.

CORE SKILLS

Accounting: Full Accounting Cycle, General Ledger & Journal Entries, Month-End & Year-End Closing, Financial Statements, Accounts Payable, Accounts Receivable & Collections, VAT Calculation & Quarterly Returns (ZATCA Portal), E-Invoicing, Bank Reconciliation, Supplier Reconciliation, Payroll, Inventory & Cost Accounting, Cost Control

Financial Data Analysis: Expense & Cost Analysis, Budget vs Actual & Variance Analysis, AR/AP Aging, Cash Flow Forecasting, Financial Ratio Analysis, Data Cleaning, Management Reporting, Power BI Dashboards

Systems & Tools: Odoo, Qoyod (Accounting), Advanced Excel, Power Query & Power Pivot, Power BI (DAX), Microsoft Project

PROFESSIONAL EXPERIENCE

Investment Specialist | SIDMA Group | Riyadh, Saudi Arabia | Feb 2024 – Present

- Build Excel reports for senior management that consolidate data from the Engineering, Investment Development, and Contracting departments into status updates on progress, delays, and decisions needed.
- Track project budgets against actual costs and review contractor and supplier invoices and payment requests before approval.
- Follow up with contractors, suppliers, and government entities (Balady, REGA) on open items.
- Collected SAR 2M+ in customer receivables within 3 months as an added assignment.

Accountant & Administrative Supervisor | FRQAN | Egypt | Jan 2021 – Oct 2023

- Built an Excel supplier ledger tracking materials received and payments, with a summary sheet of all supplier balances, and used it to close monthly accounts within one working day.
- Reconciled 25–30 supplier accounts and caught an EGP 180,000 cheque error during year-end closing.
- Collected EGP 10–12M in customer receivables annually through consistent follow-up.
- Reduced operating expenses by 20–25% by analyzing expense data and recommending cost cuts to the owner.
- Supervised a 15-member production and administrative team while managing the accounts.

Accountant | BASMLA Co. | Egypt | Mar 2015 – Dec 2020

- Managed the full accounting cycle on Excel for an apparel company with 120–150 employees.
- Recorded journal entries, kept supplier, customer, cash, and bank ledgers, and prepared bank reconciliations.
- Processed monthly payroll for 120–150 employees.
- Maintained inventory and product cost records.
- Performed month-end and year-end closing and prepared monthly Excel management reports.

PORTFOLIO PROJECTS

Excel workbooks on sample data, with screenshots and interactive reports at mostafaeldib.com

- **Bank Reconciliation:** Built a 12-month bank reconciliation that matches 3,157 transactions automatically; every month agrees to 0.00, and keying errors are found from the amount difference.
- **Supplier Ledger & Statement Reconciliation:** Built a payables ledger for 10 suppliers with aging and monthly statements of account, and reconciled every year-end supplier statement to the books, explaining a SAR 0.44M difference across 16 items.
- **AR/AP Aging & 13-Week Cash Forecast:** Aged receivables and payables, measured DSO from customers' actual payment habits, and forecast cash for 13 weeks with a what-if for late collections.
- **Budget vs Actual:** Built a P&L variance report with a profit bridge that splits a SAR 0.54M profit shortfall into volume, margin, and cost effects.

CERTIFICATION & EDUCATION

Project Management Professional (PMP®) | Project Management Institute (PMI) | 2026

Bachelor of Economics and Administrative Sciences | New Cairo Academy | Egypt | 2015

Training (Udemy): Data Analysis, Power BI (dashboard project on 50,000 sales records), Advanced Excel, Python

Languages: Arabic (Native), English (Professional)