

# Manea Mahmoud Toufic

## Senior Accountant

+966507808225

[LinkedIn](#)

[maneatoufic140@gmail.com](mailto:maneatoufic140@gmail.com)

Jeddah, Saudi Arabia

### SUMMARY

Results-driven Chief Accountant with over a decade of experience in financial management, accounting operations, and process optimization. Skilled in managing end-to-end accounting functions, including financial reporting, budgeting, and reconciliations, with a proven track record of ensuring accuracy and compliance across all transactions. Expertise in streamlining monthly and annual close processes, implementing internal controls, and overseeing accounts receivable and payable. Adept at leading accounting teams, fostering a collaborative work environment, and building strong relationships with banking partners. Recognized for analytical skills in cost analysis, profit and loss reporting, and enhancing financial performance to support organizational growth.

### KEY COMPETENCIES

- ✓ Financial Reporting
- ✓ Budgeting and Forecasting
- ✓ General Ledger Management
- ✓ Accounts Payable and Receivable
- ✓ Month-End and Year-End Close

- ✓ Cost Analysis
- ✓ Profit and Loss Reporting
- ✓ Cash Flow Management
- ✓ Internal Controls Implementation
- ✓ Financial Compliance

- ✓ Team Leadership
- ✓ Bank Reconciliation
- ✓ Financial Data Analysis
- ✓ Process Optimization
- ✓ Audit Preparation and Support

### EXPERIENCE

#### Senior Accountant

Suzuki Company, Saudi Arabia | 2023 - 2024

- Directed month-end and year-end closing activities, ensured accuracy in account reconciliations, adjusted prepaid expenses and unearned revenue, and prepared financial statements, including the Income Statement, Balance Sheet, and Cash Flow Statement.
- Managed the reconciliation of key accounts, including accounts receivable, accounts payable, bank statements, outstanding loans, and credit balances, ensuring all expenses and revenue were recorded accurately.
- Generated and presented monthly and quarterly management reports, performed data analysis and financial modeling, and supported strategic decisions for senior leadership.
- Maintained updated fixed asset registers, recorded asset acquisitions, disposals, and depreciation accurately, and ensured compliance with company policies on asset management.
- Oversaw compliance with government regulations, filed VAT, Zakat, and taxes on time and accurately, and managed ERP system requirements for financial reporting.
- Prepared for internal and external audits by maintaining organized documentation, providing a clear audit trail, and updating accounting practices and policies.
- Ensured proper classification and documentation of expenses, adjusted inventory levels as required, and confirmed accurate recording of all incurred expenses.
- Oversaw financial accounting systems, monitored data access controls, ensured data integrity, and maintained secure backups of financial information.
- Supervised capital asset acquisition, ensured accurate recording, amortization, and classification, and added value to the company's financial records.
- Evaluated new projects, conducted feasibility assessments, and aligned business planning with organizational goals through detailed analysis and validation.

#### Suppliers Section Head

Suzuki Company, Saudi Arabia | 2022 - 2023

- Monitored Supplier Receivables and Payment Schedules: Tracked supplier balances by building receivables records and ensured timely payments.
- Oversaw Supply Orders and Inventory Tracking: Managed supply orders by verifying received quantities and monitored remaining balances to align with company requirements.
- Prepared and Reviewed Supplier Trial Balance: Compiled and assessed the monthly trial balance for all suppliers to maintain accurate financial records.

- Generated Supplier and Purchase Reports: Created detailed reports related to supplier activities and purchasing metrics to support strategic decision-making.
- Reconciled Supplier Accounts: Conducted end-of-period account reconciliations to confirm accurate financial reporting with suppliers.
- Managed Service Contracts and Compliance: Monitored the company's service supplier agreements and ensured adherence to contract terms and obligations.
- Verified Supplier Account Balances: Regularly reviewed supplier account balances, addressed and corrected discrepancies as needed.
- Approved Debt Restructuring Reports: Assessed and approved any debt restructuring reports related to supplier accounts to ensure proper documentation.
- Controlled Invoice Receipt and Inventory Management: Supervised the receipt, inventory, and tracking of invoices submitted by suppliers.
- Audited Supplier Invoices Against Contracts: Reviewed invoices from suppliers for accuracy, verified them against contract terms, and identified any discrepancies between invoiced amounts and agreed terms.

### **Accounting Manager**

#### **Diesel and Petrol Company 99, Egypt | 2018 - 2022**

- Oversaw Closing of General Ledgers for Diesel and Petrol Divisions: Ensured that balances were accurately reconciled with sales for both fuel types.
- Verified Sales Cash Deposits: Ensured that all sales cash aligned precisely with bank deposits for accurate financial records.
- Reconciled Supplier Balances: Regularly reviewed and matched supplier balances to maintain accurate and up-to-date records.
- Conducted Bank Reconciliation: Completed bank reconciliations to confirm consistency between internal records and bank statements.
- Managed Accounts Receivable Operations and Strategy: Directed daily and strategic management of the accounts receivable cycle, including designing, implementing, and overseeing AR processes and collections.
- Maintained Oversight of Customer Accounts: Ensured effective control over customer accounts by closely monitoring outstanding balances and following up on overdue payments.
- Directed Daily Accounts Receivable Activities: Supervised day-to-day functions of accounts receivable, ensuring smooth execution of established procedures.
- Analyzed and Monitored AR Reports: Reviewed daily, weekly, and monthly reports to track progress on follow-up activities and completed tasks.

### **Chief Accountant**

#### **Qatar Pharma, KSA - Pharmaceutical Solutions | 2014 - 2017**

- Managed Comprehensive Financial Operations: Oversaw day-to-day finance and accounting functions, including accounts receivable, accounts payable, and full-cycle accounting processes, ensuring timely and accurate financial records.
- Supervised and Developed Accounting Team: Led and mentored the accounting team, including collection staff, accounting assistants, and bookkeepers, to achieve financial goals and foster team efficiency and skill development.
- Ensured Accurate Financial Reporting and Compliance: Prepared and analyzed monthly, quarterly, and annual financial statements (Balance Sheet, Income Statement) and annual management reports, maintaining compliance with internal controls and company policies.
- Conducted Detailed Account Reconciliations: Verified, allocated, posted, and reconciled accounts payable and receivable, and resolved discrepancies in customer accounts, supplier payments, and other transactions to maintain data integrity.
- Monitored and Analyzed Expenses: Reviewed expense reports and invoices, identified potential errors, and implemented measures to control expenses and improve operational efficiency.
- Oversaw Credit and Collection Processes: Supervised collection activities, maintained customer and developer account records, managed credit limits, and applied discount policies to optimize collections and reduce outstanding balances.
- Supported Senior Management: Reported to the finance manager and general manager, provided financial insights, and acted on behalf of the financial manager during their absence to ensure continuity in financial operations.

### **Customers:**

- Ministry of Health (Tenders)
- Dr. Suleiman Al-Habib Hospital
- Al Hayat Hospital
- Specialized Medical Center
- Dallah Hospital
- Hospital Care
- Al-Mashary Hospital
- Elite Hospital
- King Khaled University Hospital

**Chief Accountant****SCS American, Poly Egypt | 2011 - 2013**

- Enhanced Financial Close Process: Optimized procedures to complete monthly financial closings within a five-day timeframe.
- Implemented Internal Controls: Established and enforced controls and guidelines to ensure accuracy and compliance in all accounting transactions.
- Led Accounting Team: Supervised accounting staff, taking full responsibility for overseeing the company's financial activities.
- Directed Finance Operations: Managed the daily operations of the finance department, promoting efficiency and adherence to best practices.
- Generated Profit and Loss Reports: Prepared detailed profit and loss reports to support strategic financial analysis.
- Managed Banking Relationships and Negotiations: Built and maintained local banking relationships, negotiated facility agreements, and ensured all banking activities aligned with the company's financial goals and timelines.
- Conducted Project Cost Analysis: Developed cost centers to evaluate project costs, analyzing their impact on the overall profit and loss.
- Compiled Monthly Financial Statements: Assembled monthly financial reports and expenditure analyses, assessed accounting practices, and suggested procedural improvements as needed.
- Oversaw Product Costing Procedures: Directed product costing efforts to ensure accurate financial reporting and effective inventory management.
- Managed Core Financial Transactions: Handled accounts payable, accounts receivable, and cash management, contributing to financial stability and optimized cash flow.

**Senior Accountant****SCS American, Poly Egypt | 2007 - 2010****Accountant****Dr Mahmoud Abou Elwafaa For Accounting and Audit Office, Egypt | 2005 - 2006****EDUCATION****Bachelor's Degree in Accounting**

Faculty of Commerce, Cairo University | 2004

**LANGUAGES**

Arabic

English