Wafik Gamal Saleh

General Accountant | Financial Reporting & Reconciliations | Odoo ERP Accounting

Riyadh, Saudi Arabia | Iqama: Transportable | Nationality: Egyptian
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CAREER OBJECTIVE

General Accountant with 4+ years of accounting experience in Saudi Arabia, with strong hands-on capability in managing full-cycle accounting operations, financial reporting, reconciliations, and internal controls. I am seeking a General Accountant opportunity where I can apply my accounting expertise to ensure accurate financial records, reliable reporting, and effective financial control, while continuing to leverage my practical experience with Odoo ERP accounting workflows as an added value.

I am highly passionate about continuously learning and developing my expertise in accounting and financial management, with a strong ability to adapt to new systems and processes. My goal is to continuously advance my skills and reach a higher level as a General Accountant, while adding greater value to the company and contributing effectively to its financial accuracy and control.

WORK EXPERIENCE

General Accountant — Shahn Industrial Company *(August 2025 – Present)*

Responsibilities — Accounting

- Managing daily accounting operations and recording journal entries accurately.
- Preparing financial reports and conducting periodic financial analysis to support management decisions.
- Preparing monthly and annual financial reports.
- Preparing and submitting VAT (Value Added Tax) returns.
- Preparing monthly and annual adjusting journal entries and participating in the monthly closing process.
- Participating in preparing and processing monthly payroll.
- Reviewing and monitoring petty cash expenses.
- Monitoring customer and supplier accounts and ensuring the accuracy of balances and transactions.
- Managing and tracking sales activities while analyzing sales performance and profitability.
- Developing new business opportunities and building strong professional relationships to maintain and expand the customer base.
- Monitoring cash flow and managing revenues and expenses effectively.

Responsibilities — Odoo ERP

- Manage the daily operation of the Odoo ERP system and provide ongoing support and troubleshooting.
- Participate in the implementation and configuration of Odoo ERP according to the company's operational requirements and organizational structure.
- Configure and integrate the Accounting, Sales, Purchase, and Inventory modules to ensure smooth workflow and data accuracy.
- Prepare and customize the Chart of Accounts and master data according to the company's business requirements.
- Configure products and system data to support operational and financial processes.
- Design and improve workflows within Odoo to enhance operational efficiency and simplify daily process tracking.
- Manage user access rights and provide training and ongoing support to employees.
- Monitor production orders, sales, and inventory through Odoo and link operational activities with the financial cycle to ensure accurate costing and effective control.

- Prepare and analyze financial and operational reports through Odoo to support management decision-making.
- Contribute to automating financial and operational processes, reducing manual work, and improving internal control.

Through my role at Shehn Industrial Company, I gained extensive practical experience in the printing and packaging industry, with strong knowledge of production workflows, costing, pricing, and customer requirements. I also developed solid expertise in Odoo ERP implementation and administration, including system configuration, integration of accounting and operational processes, daily system management, troubleshooting, process automation, and workflow optimization to improve operational efficiency and financial control.

General Accountant — Nassar Perfumes Company *(November 2022 – July 2025)*

Responsibilities & Key Achievements

- Manage daily accounting operations and accurately record financial transactions and journal entries.
- Manage the company's financial activities, including revenues, expenses, purchases, sales, and cash transactions.
- Review bank accounts and reconcile transactions to ensure the accuracy of financial balances.
- Record and review sales and purchase invoices and ensure accurate accounting treatment.
- Prepare financial reports to support management decision-making.
- Prepare monthly and annual financial reports.
- Prepare and submit VAT (Value Added Tax) returns.
- Monitor the company's financial and operational activities and contribute to improving internal procedures and controls.

Through my work at Nassar Perfumes Company, I built strong, hands-on knowledge of the perfume manufacturing and packaging industry — from raw materials and fragrance concentrates to bottling, packaging components, and finished-product costing. I developed a solid understanding of supplier pricing and terms across the supply chain, and worked closely with suppliers to track material costs and ensure accurate cost allocation. Within two years, I progressed to taking full responsibility for managing the company and overseeing its operational and administrative activities. Following successful performance and business expansion, the company was transformed into a specialized factory providing a wide range of printing and packaging solutions in the Kingdom of Saudi Arabia. This experience further strengthened my industry knowledge of perfume and packaging costs, supplier relations, and pricing, alongside broader skills in business management and operational development.

KEY ACHIEVEMENTS

- Participated in the implementation and configuration of Odoo ERP in alignment with the company's operational requirements and organizational structure.
- Set up and integrated the Accounting, Sales, Purchase, and Inventory modules to ensure full operational integration and data accuracy.
- Designed and improved internal workflows within the system to enhance operational efficiency and simplify daily process tracking.
- Prepared and customized the Chart of Accounts and master data to match the printing and paper packaging business requirements.
- Managed user access rights and provided training and technical support to employees during implementation and operational phases.
- Contributed to the automation of operational and financial processes, reducing manual work and improving operational efficiency and internal control.
- Prepared and analyzed financial and operational reports through the system to support management decision-making.
- Monitored production orders, sales, and inventory within the system and linked them to the financial cycle to ensure accurate costing and effective control.

- Have the ability to analyze business requirements and configure ERP systems to suit various commercial, industrial, and service activities, including e-commerce companies, by designing operational and financial workflows and integrating different business processes to achieve the highest levels of efficiency and control.
- Currently training on Zoho Books and QuickBooks accounting software to further broaden hands-on expertise across multiple accounting systems.

EDUCATION

Bachelor's Degree, Faculty of Commerce (English Section) — Beni Suef University
Major: Accounting (English) | Grade: Very Good | Graduation Year: 2020

ACCOUNTING SKILLS

- Recording financial transactions and preparing journal entries accurately.
- Preparing trial balances and financial statements.
- Designing and developing complete accounting systems using Excel, from the Chart of Accounts to financial statements.
- Bank and account reconciliations, accounts receivable/payable monitoring, and cash flow management.
- Working efficiently on various accounting systems and configuring them to meet company requirements, including full setup of the Odoo Accounting module (Chart of Accounts, items, and system configuration).

COURSES & CERTIFICATIONS

- Professional Financial Accountant Course.
- Electronic Accounting using Excel.
- Microsoft Office Specialist Master (MOS).
- Continuous training on Odoo Accounting System, including configuration and implementation for companies based on business requirements.
- English Language Course — The American University in Cairo (AUC).
- Basic Work Skills Program — scholarship from the National Bank of Egypt in cooperation with Misr El Kheir Foundation.
- Various online training courses in accounting, business, and professional development.

LANGUAGE & COMPUTER SKILLS

- Very good command of English, both written and spoken.
- Very good command of Microsoft Office (Excel, Word, Outlook).

PERSONAL SKILLS

- Strong team collaboration.
- Flexibility and adaptability in work.
- Continuous learning of new developments in the accounting field.

REFERENCES

Razaz Hameed — General Manager, Nassar Perfumes Company | +966 530 782 066
Ahmed Abouebeid — Odoo Developer, Odoo Company (UAE) | +971 58 614 5793