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| **PERSONAL DETAILS**Mohammed Mahmoud OUDIDOB: 05 October 1982 Jordanian.Single.**KSA Phone:**+966 594433098E-mail Address :mohammedaudi16@gmail.com**Iqama No & Status**2044322242 (Transferrable)**AREAS OF EXPERTISE**Computer Literature (MS-Office)Advance Knowledge of accounting software systems – Navision ERP.Exceptional knowledge of finance, accounting, cost control principles, and Generally Accepted Accounting Principles (GAAP). Advance Knowledge of bookkeeping and accounting best practices, laws, and national regulations.Strong banking concept.Deep Knowledge of procedures for purchasing and invoicing supplies and equipment.Languages Known:Arabic.English.**PERSONAL SKILLS**Excellent Communication Skills.Excellent Organizational Skills.Integrity.Team Player.Multitask.Timelines.Attention to details. | ***Mohammed Mahmoud OUDI******Senior Accountant******CAREER OBJECTIVE***My career objective is to gain a challenging (Senior) position in the Accounting, Finance & supply chain management field in a highly professional environment where my technical skills can be applying to provide Maximum benefits for the organization and gain a good experience. I am looking forward to advance my career, and I appreciate if I can get an opportunity in one of the reputable organization where I can utilize my professional qualification & skills. ***WORK EXPERIENCE******CEGELEC Saudi Co. Ltd. (Vinci Group) – KHOBAR - KINGDOM OF SAUDI ARABIA******SENIOR ACCOUTANT & Supply Chain Specialist (October******2012 till Present).******Responsibilities and Tasks:**** Supervising the routine accounting task in the department on day to day basis.
* Preparing sub-ledger account reconciliations.
* Following -up on receipt and reviewing receivables, collections and maintain the aging reports.
* Analyzing financial information and summarizing financial status of the company on monthly basis.
* Maintain and updates a comprehensive and controlled Fixed Assets Register.
* Receiving the employee expense claims and recording the entries.
* Reconcile all bank accounts, sub ledgers and general ledger monthly basis.
* Handling VAT and Withholding Tax preparation and filling.
* Bank Guarantees: Tender/Advance/performance held by Project Accounts are Reviewed monthly and further action is taken for cancellation/renewal as per

 The requirement.* Contract/Agreements: Project original contracts and agreement are maintained in safe custody and are ensure they are available for reference at all time.
* Prepare and check the trial balance before submitting to the finance manager.
* Assist with the month-end/year close & preparation of Financial Statements.
* Coordinate with external auditors to ensure that an annual audit is completed on time.
* Prepare procurement of parts and materials for maintenance department.
* Analyze quotations and make recommendations.
* Initiate contact with vendors to check on supply and equipment availability,
* Invoices, purchase orders, and contracts.
* Work cooperatively with concern department to determine appropriate
* Specification, sources, availability, pricing, shipping, and receiving**.**
* Prepare and maintain vendor database and bidder lists.
* Prepare correspondence, forms, manuals, reports, purchase orders, and payment authorization.

***AL-RUSHAID PARKER DRILLING Co. Ltd. KHOBAR - KINGDOM OF SAUDI ARABIA******Accountant (December 2007 till******February 2012).******Responsibilities and Tasks:**** Working on day-to-day accounting in ERP (sales, purchase, payments, receipts, inventory, WIP, journal entries).
* Preparing sub-ledger account reconciliations.
* Following-up on receipt and reviewing receivables, collections and maintaining the aging reports.
* Checking receipts in bank accounts and updating the customer receivables records.
* Process Payments and Transfers (Suppler Bills, Transfer between banks etc.).
* Receiving the employee expense claims and recording the entries.
* Preparing Bank Reconciliation.
* Handling Withholding Tax preparation and filing.
* Support the team for quarterly/monthly/yearly closings.
* Participation in internal and external audits.

***Ahmed HAMED AL GOSAIBI FINANCE & INVESTMENT - KHOBAR - KINGDOM OF SAUDI ARABIA.*** ***Teller & RELATIONSHIP EXECUTIVE (August 2006 till August 2007).******Responsibilities and Tasks:**** Executed customer transactions regarding cash, money orders and money Exchange.
* Proficient in exchanging 30 different currencies.
* Maintained balancing record with 100% rate of accuracy.
* Exceeded monthly sales goal.
* Maintained friendly and professional customer interactions.
* Performed bank transfers, sending out foreign currency making sure the Amount sent and the amount left was accurate.

***QUALIFICATIONS AND TRAINING REOCRD:**** Bachelor of Commerce Degree in Finance & Accounting.
* Graduation year: June 2005, from Applied Science University (Amman Jordan).
* G.P.A: 75.5% / Reporting GOOD.
* Saudi Arabia General Secondary Education 2000.
* Course in Financial Accounting, (from Sep 2007 to Oct 2007).
* Course in Selling & buying the foreign currency, (from Aug 2004 to Sep 2004).
* Course in Accounting Mistakes in Small & Medium Enterprises General Authority. (04/04/2019)
* Course in Feasibility study in Small & Medium Enterprises General Authority. (06/04/2019).

*References - Available upon request.* |