



Mohammad Jalauddin Khan Senior Accountant / Accountant

A professional work with **12 years'** gulf experience

Total Experience- 12 years

OVERVIEW

A professional, associated with the advanced, yet evolving field of Accountancy. A smart working and motivated individual, with an adaptable and flexible personality within any environment. A quick learner and always willing to accept new challenges in life. Looking for a challenging career and as a part of a team in multinational organizations that support career growth, teamwork, and leadership qualities within its infrastructure.

CONTACT

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Dammam – KSA

EDUCATION DETAILS

Pursuing the CMA.

Master in Commerce (M. Com) at Veer Kuwar Singh University (India)

Bachelor from Commerce (B. Com) at Veer Kuwar Singh University (India)- Major: Accountancy, Book keeping

Intermediate from Commerce (I.COM) at Veer Kuwar Singh University (India)- Major: Accountancy, Bookkeeping

Certified Industrial Accountancy – (C.I.A) Diploma in Accountancy the Institute of ICA Patna- India

Have six months 'Audit trainee in Chartered Accountant (CA) Audit firm India

PERSONAL DETAILS

Passport No: **V6099060**
Place of issue **Riyadh- KSA**
Date of issue **19-May-2021**
Date of expiry **18-May-2031**
Date of Birth **16-Dec-1991**
Nationality **Indian**
Language Known: **English, Hindi, Arabic,**

TOTAL GULF WORK EXPERIENCE – 11 YEARS

➤ **Saudi Oger Company LTD. As Accountant**

Project; King Khalid International Airport- Riyadh (Feb 2013 to March 2014)

➤ **Azmeel Contracting Company LTD. As Accountant (Jan 2015 to March 2019)**

Project; NGFC Project Aramco Thuwal Jeddah
Housing & Infra Project Yaser Yanbu

➤ **National Blue Company Limited. As Accountant Head Office Jubail (April 2019 to May 2020)**

Our clients: SATROP, WISON SAFCO, SABIC, KBR. SAVAGE, SANKYU

➤ **Eastern Style Company LTD. As Senior Accountant Head Office Khobar (June 2020 to Feb 2022)**

Our clients: ARAMCO, FSN, AI YAMAMA, KFMC

➤ **Projects Pioneers as Senior Accountant Head Office Dammam (March 2022 to Onwards)**

SKILLS.

- ✓ Strong Technical Accounting skills.
- ✓ Excellent research and financial analysis abilities
- ✓ Time management and Multi task skill.
- ✓ Familiarity with Accounting Software & Others-
- ✓ ERP, SAP, ORACLE, FOCUS, QUICK DICE, TALLY, ETIMAD, Foodics, Aramco Portal Sap Arabia, OUTLOOKS.
- ✓ Good technical knowledge
- ✓ Physical stamina
- ✓ Attention to details
- ✓ Problem solving
- ✓ Willingness to work in field
- ✓ Ability to deal with pressure

Summary of Work knowledge & Experience

- ✓ Financial Reporting:
- ✓ Budgeting and Forecasting
- ✓ Taxation:
- ✓ Internal Controls and Audit:
- ✓ Aging Report for Receivable and Payable
- ✓ Cost Analysis:
- ✓ Financial System Management:
- ✓ Management Reporting:
- ✓ Team Leadership:
- ✓ Compliance and Regulatory Adherence:
- ✓ Financial Analysis:

Working Experience in Details

- Prepare, review, and ensure the accuracy of financial statements, including balance sheets,
- income statements, and cash flow statements.
- Ensure compliance with International Financial Reporting Standards (IFRS) or (GAAP) Generally Accepted Accounting Principles,
- Generate monthly, quarterly, and annual financial reports for management
- Collaborate with other departments to prepare annual budgets.
- Assist in financial forecasting and monitoring of cash flows to ensure the company's financial Position.
- Ensure compliance with the Saudi tax laws, including VAT (Value Added Tax) and Zakat (Islamic tax).
- Prepare and submit VAT returns, Zakat declarations, and other regulatory filings to local tax authorities.
- Stay updated on changes in tax legislation in KSA and their impact on the organization
- Implement and monitor internal controls to safeguard the company's assets and ensure financial accuracy.
- Liaise with external auditors during audits, ensuring all necessary documents and financial information are provided
- Supervise accounts payable and receivable functions, ensuring payments are made on time and that invoices are processed efficiently.
- Reconcile vendor and customer accounts and resolve discrepancies as needed.

- Analyze costs, identify cost-saving opportunities, and ensure the company's financial resources are used effectively.
- Assist in pricing decisions and profitability analysis.
- Oversee the use of accounting software or enterprise resource planning (ERP) systems.
- Ensure that accounting processes and systems are efficient and up-to-date.
- Provide senior management with accurate financial information, analysis, and advice for decision-making purposes.
- Assist in financial decision-making and strategic planning.
- Supervise junior accountants and finance staff, providing guidance, training, and performance management.
- Ensure that staff follow accounting policies and maintain accurate financial records.
- Prepare detailed reports to support decision-making in areas like profitability, cost control, and efficiency improvements.
- Reinforce financial data confidentiality and conduct database backups when necessary
- Ensure Timely bank payments, funds transfer & manage all accounting Transection. Like- Subcontractor's payment, suppliers' payments, Utilities, sadad or government, Salary payment and others.
- Correspondence and handle all matters related with bank and reconcile the BRS.
- Point out the direct and Indirect cost.
- verifying & ensuring the accuracy of the inventory figures at the end of a period.
- Reconcile & review sister company ledger and its closing.
- After advance payment follow-up for the Purchase invoices.
- Review and verify the Subcontractor or Supplier Invoices.
- Verifying & Reconciled the Out Put & Input vat amount for tax preparation.
- Source and accurate the expenditure and petty cash reimbursement
- tracks and analyze the Client Purchase Order (PO) Consumption Report
- Making Tax Invoices for Aramco & uploaded in Aramco Portral. & Other Clients.
- Booking & Recording the Accrued Revenue, Accrued Expenses, Prepaid, Provisions, & Depreciation.
- To maintain the IKTVA Record for Aramco.
- Prepare Documents for LC.
- To Create the Cost center for New Project to record the costing.
- Experience with general ledger functions and the month-end/year-end close process.
- Making the ageing report for Receivable and payable.

The above stated information is true and accurate, if you give an opportunity to work with your esteemed organization definitely i will give my full efforts & serve my part as well & assist to growth of the organization.

Jalal khan