

## PROFILE

Detail-oriented and highly organized accountant with years of experience in managing financial records, preparing reports, and ensuring compliance with accounting standards and regulations. Proven ability to streamline processes and enhance accuracy in financial reporting. Strong analytical skills and expertise in various accounting software. Proven track record of performing work ethically while maintaining integrity of all financial data.

## CONTACT

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### Addresser:

Riyadh, Saudi Arabia

**Iqama transfer**

## LANGUAGES

Arabic (Native)

English (Very good in reading, speaking and writing)

## SKILLS

- Good written and verbal communication skills.
- Preparing the necessary financial reports such as the trial balance, statement of financial position and income statement
- Performs well under pressure.
- Team Player and Quick learner.
- Computer Skills
- Windows, MS Office (Word, Excel)
- Communication and persuasion skills

## COURSE & TRAINING

- 2018 - English Course
- 2017 - Attended Intermediate Accounting "IA".
- 2016 - Attended Microsoft Excel advanced Course.
- 2016 - Attended Microsoft Excel Micro Course

## TAREQ GHOMED - SR. ACCOUNTING

### EDUCATION

#### Damascus University

2014 - 2017

Economics, Accounting

### WORK EXPERIENCE

#### Moahmmed Salem Qahwaji Factory - Senior Accountant

##### Riyadh – Saudi Arabia | Nov 2023 - Current

- Manage and oversee the daily operations of the accounting department, including accounts payable/receivable, general ledger, and financial reporting.
- Prepare monthly, quarterly, and annual financial statements and reports.
- Conduct financial analysis and provide recommendations for improving financial performance.
- Ensure compliance with GAAP and other regulatory requirements.
- Implement and maintain internal controls to safeguard company assets.
- Reconciled bank statements and managed the general ledger.
- Assisted in the preparation of budgets and forecasts.
- Conducted audits to ensure accuracy and compliance with financial regulations.
- Prepared and filed tax returns and other regulatory documents.
- Collaborated with other departments to ensure accurate and timely financial reporting.

#### Al Bawani company - Procurement Coordinator - Microsoft Dynamic

##### Jeddah - Saudi Arabia | Jan 2023 – Nov 2023

##### local hire – NEOM Project

- Advised and guided management teams on decision-making, enabling cost-effective tendering processes.
- Delivered tactical cost savings by negotiating advantageous terms and conditions for new contracts.
- Prepared project briefs and business cases to seek management approval for procurement activities.
- Facilitated project delivery by procuring raw materials and supplies.
- Preparing a comparison table for contractors and approving one of them
- Preparing and organizing requests for payments to the contractor
- Coordinating and following up with the contractor
- Receiving the required materials from the contractor and matching them with the technical offer
- The skill of communicating with the contractor and choosing the best offer
- Preparing the purchase order
- Developed professional expertise through training and mentorship to boost service delivery
- Using Microsoft Dynamic to input received data and generate and distribute reports
- Perform record retention duties as assigned
- I communicate well and work independently to solve problems. Provides coverage and training to counterparts as needed
- Negotiates with suppliers and service providers by monitoring and reporting Key Performance Indicators (KPI's).

- 2015 - Attended Al-Ameen Course for Accounting & Warehouses.

**Aber Alqarat- Transportation logistics, Senior Accountant  
Riyadh - Saudi Arabia | Jan 2022– Jan2023**

- Recording transactions related to buying and selling
- Preparing balance sheets and financial statements.
- Reconciled accounts and created documents for monthly closure procedures.
- Wrote financial statements and consolidations after reconciling general ledger accounts.
- Recording the daily restrictions related to the fund such as payment and receipt orders and daily expenses
- Expedited payroll and invoicing by streamlining billing systems.
- Calculated tax owed, prepared and submitted returns and upheld compliance with all applicable laws.
- Reconciled balance sheets and streamlined best practices for balance sheet processes.
- Completed year-end closing processes with controllers and external auditors.
- Reviewed business operations and obligations to help organization function at acceptable level.
- Reviewed documents and accounts for discrepancies and resolved variances.

**Shamana Restaurant, Accountant  
Cyberjaya- Malaysia | Oct 2018 – Oct 2021**

- Quickly and accurately counted drawers at start and end of each shift.
- Monitored areas for security issues and safety hazards.
- Answered customer questions and helped find specific items.
- Helped customers complete purchases, locate items and join reward programs.
- Facilitated and logged store opening, closing and shift changes.
- Monitored self-checkout systems and provided help in resolving complex problems.
- Trained team members on cash register operation and cash handling.
- Communicated with customers and team members to solve problems.
- Controlled merchandise zoning and monitored compliance with merchandising guidelines.
- Led opening and closing procedures and conducted cashier drops, cash control and vault monitoring.
- Operated POS cash register and equipment to collect payments.
- Interpreted and enforced operating instructions, procedures and safety rules.
- Maintained stock to meet expected customer demand.
- Processed both cash and card purchases and returns.
- Reconciled daily totals to maintain balanced and compliant ledgers.
- Helped management develop employee improvement plans and motivate team members to continually improve.
- Reconciled cash drawer at start and end of each shift, accounting for errors and resolving discrepancies.
- Led cashiers and associates in providing thoughtful customer service.
- Received and processed customer payments.
- Mentored new team members on sales software system operation.
- Managed staffing levels to provide optimal support for cash register operations.

- Maintained and updated security protocols for front desk operations.
- Evaluated presentation of checkout lanes and kept team members on top of cleaning tasks when necessary.
- Trained, mentored and developed new cashiers with positive and encouraging techniques to maximize performance and team contributions.
- Built and implemented training strategies to optimize team performance.
- Set and updated employee schedules to fulfill gaps based on expected customer demands.

**Zelal Al-Nakheel Association, Accountant Assistant  
Damascus – Syria Aug 2017 – Jan 2018**

- Answered phone calls regarding financial matters such as payments due.
- Documented business expenses and sales.
- Helped prepare month-end, quarterly and year-end closings.
- Provided clerical support to all accounting professionals in department.
- Reconciled company accounts for credit cards, employee expenses and commissions.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Greeted and directed visitors to appropriate personnel to foster welcoming atmosphere.
- Composed business correspondence and official documents to assist accounting staff
- Took meeting notes to compose detailed summaries
- Produced and distributed invoices and financial documents.