

FAHDAH KHALID

Accounting and Finance | Budget Management | Costing | Billing Management | Financial Analysis

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PROFESSIONAL SUMMARY

A results-driven accountant with extensive experience in managing financial operations across diverse sectors, particularly in large-scale infrastructure projects. Proficient in financial management, cost control, and compliance, with a strong background in overseeing contractor billing, budget tracking, and financial reporting. Adept at preparing financial statements, managing accounts payable and receivable, and conducting detailed financial analyses to support decision-making and cash flow optimization. Proven ability to assist in audits, reconcile discrepancies, and enhance efficiency through process improvements.

AREAS OF EXPERTISE

- Accounting and Finance
- Strategic Planning
- Cash Flow Analysis
- Data Analysis
- Team Leadership
- Accounts Payable & Receivable
- Budgeting and Forecasting
- Accounts Reconciliation
- Billing and Invoicing Management
- Auditing and Internal Control
- Costing
- Regulatory Compliance
- Financial Reporting
- Oracle Financial System
- Microsoft Office

EXPERIENCE

ACCOUNTANT

Mar 2020 – Apr 2024

Italconsult – KSA

- Oversaw financial management of large-scale civil infrastructure projects, ensuring accurate contractor billing, budget tracking, and financial reporting in alignment with Italconsult's project management processes.
- Managed comprehensive project cost reports, providing insights into cost control, variance analysis, and alignment with contractual budgets to support decision-making.
- Processed monthly general construction requisition billings, ensuring timely and accurate invoicing while adhering to project timelines and financial guidelines.
- Ensured compliance with contract terms through the validation of certificates, variation orders, and interim valuations, contributing to efficient project closeouts.
- Conducted detailed analysis of unbilled costs, identifying discrepancies and ensuring financial integrity across all project phases.
- Supported cash flow optimization and financial forecasting through accurate cost allocation and monitoring earned value against approved budgets.
- Prepared financial statements and reports, ensuring compliance with IFRS and company policies.
- Collaborated with cross-functional teams to streamline financial processes, implementing best practices for budget management and reducing discrepancies in financial reporting.
- Collaborated with project teams to assist in financial audits, final account settlements, and overall project financial health.

ASSISTANT AUDITOR

Nov 2016 – Nov 2019

KPMG Al Fozan & Partners – KSA

Main Clients: MEFIC Capital, Standard Chartered, Global Cooperative Insurance, HSBC, Muscat Capital, Deutsche Bank, JP Morgan

- Assisted in planning and executing audit engagements, performing risk assessments, and understanding client business processes.
- Audited financial statements, ensuring compliance with IFRS and local regulations, and identifying discrepancies for review.
- Supported audit teams in conducting substantive testing and vouching to verify the accuracy of financial records.
- Assisted in evaluating internal controls, helping to assess operational and financial risks.
- Liaised with client management, facilitating smooth communication and ensuring the timely completion of audit tasks.
- Contributed to the preparation of audit reports and documentation for final review by senior auditors.

ACCOUNTANT

Apr 2016 – Nov 2016

Olayan Financing Company – KSA

- Managed accounts receivables and branch finances, ensuring accurate financial records and timely collection of payments.
- Handled daily financial and management accounting processes, including maintaining general ledger accounts and preparing financial statements.
- Ensured the complete and accurate recording of creditors' balances, improving cash flow management and vendor relationships.
- Monitored financial information systems, providing recommendations to enhance efficiency and streamline reporting processes.

- Analyzed financial data to project future revenue and expenses, offering insights for informed decision-making.
- Managed petty cash, employee reimbursements, and staff expenses, ensuring proper accounting and compliance with company policies.

ACCOUNTANT

Sep 2013 – Apr 2016

M. H. Alshaya Co – KSA

- Managed accounts payable, verifying invoices for compliance with company policies and processing local supplier payments timely.
- Reconciled supplier accounts monthly, clearing backlogs, and ensuring accurate reporting of payables.
- Followed up with suppliers to obtain statements of accounts and worked with internal departments to ensure timely submission of invoices for processing.
- Oversaw accounts receivable, managing daily sales accounting, verifying transactions, and posting to the general ledger for accurate financial reporting.
- Verified and accounted for petty cash expenses, ensuring correct cost center allocation and adherence to company policies.
- Supervised two corporate accounts, ensuring timely payment of pending invoices, and improved vendor relationships.
- Processed and reviewed bank transactions, contributing to smooth cash management and ensuring accurate month-end closing.

EDUCATION

BACHELOR IN ACCOUNTING

2013

King Saud University, Riyadh, KSA

Diploma Executive Master in Internal Auditing

2025

COURSES AND CERTIFICATION

ICCGO – International Governance

Certificate in Talent Program for Young Leaders Workshop | King Abdul-Aziz & His Men for Giftedness and Creativity 2013

Principles of Feasibility Studies Preparation | Chamber of Commerce 2013

Marketing Human Resources Management Ethics | King Saud University 2013

Where Are You Tomorrow Workshop | King Saud University 2013

Leadership Development Course | King Saud University 2012

Workshop in Analysis Quarter of Partnership | King Saud University 2012

Communication in Business Course | King Saud University 2010

Certificate in Communication Skills | King Abdulaziz Center for National Dialogue 2010

Sabic Social Training Program | Sabic 2006

IC3 Certification | New Horizons Academy 2006

MEMBERSHIP

Accountant (SCOPA) Membership

LANGUAGES

English ----- Fluent

Arabic -----Native