

Name: Mohammed IBRAHIM

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PROFESSIONAL SUMMARY:

Leader in account management with 20 years implementing programs and procedures that increase improve service offerings, and achieve company initiatives. Expands businesses within accounts by building long-term strategic relationships with customers. My biggest career achievement includes leading a system overhaul that enhanced invoice processing efficiency

CAREER OBJECTIVE:

Experienced Accounts and Finance professional with a track record of improving financial performance and delivering actionable insights. Eager to apply my expertise in strategic financial planning and advanced analysis to maximize investment looking to international experience to help Global Finance Corp expand its business operations efficiently.

EDUCATION:

01. M.com in the year 1997 Pass out from Osmania University, Hyderabad Telangana India.

02. B.com. Computer in the year 1995 Pass out from Osmania University Hyderabad Telangana India.

SKILLS & ATTRIBUTES:

- Attention to Detail: Exceptional accuracy and thoroughness in all tasks.
- Organizational Skills: Highly organized with the ability to manage multiple tasks and meet deadlines.
- Analytical Skills: Ability to analyze financial data and identify discrepancies.
- Problem-Solving: Proactive in identifying and resolving financial issues.
- Communication: Excellent verbal and written communication skills, with the ability to explain financial information clearly.
- Integrity: High level of integrity and discretion when handling confidential financial information.
- Adaptability: Ability to adapt to changing priorities and learn new systems quickly.
- Team Player: Collaborative mindset with the ability to work effectively within a team environment.

COMPUTER SKILLS:

01. Certified course in Tally Accounting Soft Ware in 2002
02. Certified course in Focus Accounting Soft Ware in 2004
03. Basic function of SAP in 2010.
04. MS Office & Microsoft 365
05. ERP odoo Accounting Software

VAT TRAINING INSTITUTION FROM AMERICAN ACCOUNTING ASSOCIATION:

American Accounting Association in 2018 in Saudi Arabia

CERTIFICATE OF ASSOCIATE MEMBERSHIP ISSUED BY SAUDI ARABIA:

SOCPA Membership No: **80083** Expire Date: **31/10/2024**

EXPERIENCE: KINGDOM OF SAUDI ARABIA

01. Designation: Sr.Accountant

Organization: Abdullah H.R Al-Ghanim Est. For Contracting. @ JUBAIL/ABQAIQ

Duration: May-2009 to December-2024. for 15+Year

JOB PROFILE & RESPOSIBILY:

➤ **Financial Record Management:**

1. Maintain accurate and up-to-date financial records for all transactions, including purchases, sales, receipts, and payments.

2. Perform daily bookkeeping tasks, including data entry, reconciliation of bank statements, and credit card statements.
 3. Ensure all financial transactions are recorded consistently and accurately in the accounting system.
- **Accounts Payable (AP):**
 1. Process and verify invoices, ensuring proper coding and authorization.
 2. Schedule and prepare payments, monitoring due dates to avoid late fees.
 3. Reconcile vendor statements and resolve any discrepancies.
 - **Accounts Receivable (AR):**
 1. Generate and send out invoices to clients.
 2. Track and collect payments, following up on overdue accounts.
 3. Process and apply customer payments accurately.
 - **Payroll Processing:**
 1. Process bi-weekly or monthly payroll, ensuring accurate calculation of wages, deductions, and taxes.
 2. Maintain employee payroll records and ensure compliance with federal and state payroll regulations.
 3. Prepare and submit payroll tax filings.
 - **General Ledger & Reconciliation:**
 1. Perform general ledger reconciliations and prepare journal entries.
 2. Assist with month-end and year-end close processes.
 3. Ensure the integrity and accuracy of financial data.
 - **Financial Reporting & Analysis:**
 1. Prepare various financial reports, including profit and loss statements, balance sheets, and cash flow statements, as needed.
 2. Assist in the preparation of budgets and financial forecasts.
 3. Provide financial data and insights to management for decision-making.
 - **Compliance & Audit Support:**
 1. Ensure compliance with relevant accounting standards and tax regulations.
 2. Assist with internal and external audits by providing necessary documentation and explanations.
 3. Maintain organized financial files and documentation.
 - **Knowledge:**
 1. Strong knowledge understanding of **IFRS Standards** means having a comprehensive of the International Financial Reporting Standards, which are a set of accounting guidelines used by companies.
 2. Solid knowledge of financial regulations and tax compliance in Saudi Arabia.
 3. Fixed asset and depreciation are reported on a company's income statement, balance sheet, and cash flow statement
 4. Analysis sub-contract agreement with client & finalization on closing project work
 5. To prepare a Trial Balance, Profit and Loss Account, and Balance Sheet at the end of each financial year, a company needs
 6. Knowledge about prepare LC stands for Letter of Credit, which is a bank arrangement to pay for goods or services to a third party. It's also known as a Documentary Credit etc.
 7. To apply for a short-term or long-term loan from an any bank, need to provide the required documents.
 - **Other Duties:**
 1. Assist with administrative tasks as required.
 2. Continuously seek to improve bookkeeping processes and efficiencies.

EXPERIENCE: UNITED ARAB EMIRATES

02. Designation: General Accountant

Organization: Arabian Premier Trading Co. @ DUBAI

Duration: May-2004 to November-2006 for 02 Year

JOB PROFILE & RESPONSIBLY:

- Reconciling accounts, debtors, and creditors involves comparing financial data from different sources to ensure it matches and to identify discrepancies. This process is often performed at the end of the month.
- Strong knowledge understanding of **IFRS Standards** means having a comprehensive of the International Financial Reporting Standards, which are a set of accounting guidelines used by companies.
- To prepare a Trial Balance, Profit and Loss Account, and Balance Sheet at the end of each financial year, a company needs.
- Fixed asset and depreciation are reported on a company's income statement, balance sheet, and cash flow statement.
- A "petty cash expenses on monthly basis check" refers to a process where a company reviews and verifies all small, day-to-day expenses paid from the petty cash fund at the end of each month.
- Prepare purchase and sales invoices, payments and receipts vouchers, to gather all information about the transaction and the supplier or customer. then use this information to create the vouchers.
- To maintaining physical document proper files systems in department & furnish all the information for Annual Audit.

EXPERIENCE: UNITED ARAB EMIRATES

03. Designation: Accounts/Commercial Manager

Organization: African Commodities DMCC MNC @ DUBAI

Duration: December-2006 to February-2009 for 03 year

JOB PROFILE & RESPONSIBLY:

- Preparing L.c document thru Bank for Import/Export Good and Services.
- Follow up L.c Document Thru Bank and Client for clearance from Port.
- Prepare the stock report at the end of month.
- Strong knowledge understanding of **IFRS Standards** means having a comprehensive of the International Financial Reporting Standards, which are a set of accounting guidelines used by companies.
- Reconciling accounts, debtors, and creditors involves comparing financial data from different sources to ensure it matches and to identify discrepancies. This process is often performed at the end of the month.
- To prepare a Trial Balance, Profit and Loss Account, and Balance Sheet at the end of each financial year, a company needs.
- Fixed asset and depreciation are reported on a company's income statement, balance sheet, and cash flow statement.
- A "petty cash expenses on monthly basis check" refers to a process where a company reviews and verifies all small, day-to-day expenses paid from the petty cash fund at the end of each month.
- Prepare purchase and sales invoices, payments and receipts vouchers, to gather all information about the transaction and the supplier or customer. then use this information to create the vouchers.
- To maintaining physical document proper files systems in department & furnish all the information for Annual Audit.

EXPERIENCE: KINGDOM OF SAUDI ARABIA

04. Designation: Accountant

Organization: Wadi Marmer Construction & Trading Est. @ RIYADH & JEEDHA

Duration: April-1997 to December-2002. for 06 year.

JOB PROFILE & RESPONSIBLY:

- Reconciling accounts, Debtors, and Creditors involves comparing financial data from different sources to ensure it matches and to identify discrepancies. This process is often performed at the end of the month.
- To prepare a Trial Balance, Profit and Loss Account, and Balance Sheet at the end of each financial year a company needs.
- Fixed asset and depreciation are reported on a company's income statement, balance sheet, and cash flow statement.
- A "petty cash expenses on monthly basis check" refers to a process where a company reviews and verifies all small, day-to-day expenses paid from the petty cash fund at the end of each month.
- Prepare purchase and sales invoices, payments and receipts vouchers, to gather all information about the transaction and the supplier or customer. then use this information to create the vouchers.
- To maintaining physical document proper files systems in department & furnish all the information for Annual Audit.

LANGUAGES SKILL:

English: Speaking, Listen, Writing & Reading by fluently.

Arabic: Speaking, Reading by Intermediate Level

Urdu: Native

PERSONAL DETAIL:

Date of Birth : 02nd August, 1974
Sex : Male
Nationality : Indian
Religion : Islam-Muslim
Marital Status : Married
No of Kids : 01-Daughter
Spouse : House Wife

PASSPORT DETAIL:

Passport No : C7876288
Renewal Issue Place : Hyderabad India
Passport Date of Issued : 22/01/2025
Passport Date of Expire : 21/01/2035
Visa Status : Transferable Iqama (2608218554)

DRIVING LICENSE DETAIL:

Place of Issue : Kingdom of Saudi Arabia
Issue Date : 10.10.2024
Expire Date : 17.10.2029
Status of License : Valid