

Tebyan Alfatih Mohammed

Accountant

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Summary

Detail-oriented accountant with extensive experience in financial analysis, accounts payable management, and financial reporting. Expertise in SAP, budgeting, cost accounting, and month-end closing procedures. Capable of helping companies create realistic budgets and analyze spending to ensure cost savings.

Experience

Assistant Executive Director — Business Malaibari Center

May 2024 – September 2024 | Saudi Arabia

- Schedule, organize, and participate in the company's events, meetings, and conferences.
- Serve as a liaison between the director and other employees and departments.
- Perform clerical tasks (answer phone calls and emails, collect mail, etc.).
- Ensure smooth and accurate communication among departments.
- Assist in the coordination and supervision of daily activities and operations.
- Participate in interviewing, recruiting, and training new team members.
- Act as office manager and handle other administrative duties as required.
- Manage complex diary/calendar arrangements efficiently.

General Accountant — Al-Hayat Trading Resources Foundation

April 2024 – May 2024 | Saudi Arabia

- Monitor and implement all accounts payable check activations and wire transactions.
- Collate bank statements on a monthly basis.
- Record expenses and prepare financial reports.
- Research, identify, and contact potential business partners, vendors, and suppliers.
- Negotiate prices, purchase terms, and conditions, and create contracts for long-term business relationships.
- Analyze market trends and competitor activities to identify areas of improvement.

Accounts Payable Accountant — DAL Group

Dec 2022 – Dec 2023 | Khartoum, Sudan

- Performed day-to-day financial transactions, including verifying, classifying, and recording accounts payable and expenses data.
- Oversaw the entire accounts payable process, from invoice receipt to payment, including coding, cross-referencing with purchase orders, securing approvals, and data entry into SAP.
- Conducted account reconciliations and ensured alignment with balances in the system.
- Assisted with month-end closing and timely completion of financial reports.
- Streamlined financial reporting processes, reducing month-end closing time by 15%.

General Accountant — Elbarbary Group

Aug 2022 – Nov 2022 | Khartoum, Sudan

- Coordinated the timely and accurate transfer payment process for Treasury-related transactions.
- Monitored and reconciled daily receipts and disbursement transactions.
- Prepared Islamic confirmations and facilitated settlement of Treasury deals.

Accountant — Sudapet

Jan 2021 – Jan 2022 | Khartoum, Sudan

- Maintained accurate and up-to-date financial records, including general ledger and balance reconciliations.
- Oversaw consolidated treasury transactions and monitored accounts and GL positions daily.
- Managed vendor payments, scheduling, and settlement of outstanding credits.
- Prepared and reviewed accounting entries for AP, AR, petty cash, and fixed assets.
- Generated AR reports and followed up on outstanding receivables.

Education

Master of Business Administration — National Ribat University (2017–2019), Khartoum, Sudan
Bachelor's Degree in Economic Management and Financial Science — National Ribat University (2013–2016), Khartoum, Sudan

Certifications

- IMA Member and CMA on progress

Skills

MS Office Suite, SAP, Financial Reporting, Communication Skills, Tax Preparation, Budgeting & Forecasting, Cost Accounting, Value-Added Tax (VAT), Account Reconciliation

Languages

Arabic (Native), English (Fluent)