



# Mohammad Abbas Khan

## CONTACT

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## SKILLS

- Manage SAP Invoice Approval Workflow
- Financial Statements
- Financial Modeling
- QuickBooks Software Application
- Power BI Data Visualization
- MS office Application
- General Ledger Control
- Budgeting & Forecasting
- Petty Cash Management
- Cash in hand Management
- Internal Controls & Auditing
- Business Process Improvement
- Payroll processing
- Budget tracking and Cost Control Analysis
- Strategic cost reduction
- Persuasive communication

## PERSONAL DETAILS

**Date of Birth / Age:** 1969-08-08  
**Nationality:** Pakistanis  
**Marital status:** Married  
**Visa status:** Transferable  
**Gender:** Male  
**Religion:** Muslim

## LANGUAGES

**English :** Fluent  
**Arabic :** Intermediate  
**Urdu :** Fluent  
**Pashto :** Native

## PROFESSIONAL SUMMARY

Accomplished finance professional with extensive expertise in project site finance administration, budget tracking, and cost control analysis. Proficient in financial statements preparation, financial modeling and analysis. Demonstrates strong capabilities in budgeting and forecasting, cash flow management, and general ledgers control. Skilled in vendor's reconciliation as well as accounts payable and receivable supervision. Adept at managing invoice approval workflows via SAP and subcontract administration. Committed to business process improvement through strategic cost reduction and internal controls auditing. **Looking for challenging role to enhance financial and professional growth. My role could be Project Site Finance Professional, Financial Professional, Subcontract Administrator and Project SAP Invoice Approval Professional.**

## WORK HISTORY

**Project Finance Lead** 03/2022 - 08/2025  
**Saif Residor Project (Faletti's Hotel) - Peshawar, Pakistan**

- Directed project financial operations including Profit and Loss, Balance Sheet, Fund Flow Statements etc and its consolidation.
- Vendor payments and Ledger maintenance, Bank reconciliation and petty cash management.
- Client payment recovery recording and ledger maintenance.
- Implemented financial control measures to ensure transparency and cost efficiency.
- Developed comprehensive financial reports with detailed analyses to guide strategic decision making.
- Projected future revenue streams accurately to enable optimal resource allocation planning.
- Administered payroll processes for accurate, timely salary disbursements.

**Project Site Finance Administrator** 02/2010 - 12/2020  
**Tecnicas Reunidas Saudia (TR)**

1. Haradh & Hawiyah Gas Comp. Project (Aramco), Saudi Arabia  
11/2019- 12/2020
2. Jizan Refinery & Terminal Project (Aramco)
3. Jizan Integrated Gasification Combined Cycle Project (Aramco)  
11/2015- 11/2019
4. Sadara Chem III Project (Aramco)  
11/2013- 11/2015
5. Manifa, Co-Generation and Main Substation Project (Aramco)  
02/2010- 10/2013

- Managed SAP invoice approval workflow, ensuring compliance with company and Aramco standards.
- Implemented SAP based control for Purchase Orders.
- Prepared cost evaluation reports for management and project control teams.
- Handled invoicing procedures for improved cash flow management.
- Negotiated terms with treasury department leading to better payment schedules.
- Managed petty cash transactions, ensuring accountability and proper record keeping.

- Maintained accurate records of all company expenses, aiding budget management efforts.
- Monitor subcontractors and vendors invoice's payments to reflect up-to-the-minute changes in SAP ledgers.
- Managed timely and accurate reporting of various financial transactions and information for detailed analysis to project director.
- Prepared cost evaluation reports for management and project control teams.
- Managed SAP invoices approval workflow at a time of three projects as well.
- Collaborated with HR and GS for administrative operations at construction site in the Manifa Project.
- Collaborated with HR to control payroll for hundreds of site employees and coordinated with regional HQ in the Manifa Project.
- Collaborated with HR and GS for supervised visa processing, permits, accommodation, and logistics for employees in the Manifa Project.

**Project Accountant** 02/2007 - 12/2009  
**Tecnicas Reunidas Saudia (TR) - Hawiyah Gas Plant Expansion Project (Aramco), Saudi Arabia**

- Collaborated with Cost Control Engineers on project financial analysis and reporting.
- Oversaw local purchase orders, supplier payments, and payroll processing.
- Maintained communication between local and Madrid headquarters on all finance matters.
- Liaised effectively with project Cost Engineer for accurate resource allocation reporting.

**Senior Accountant** 01/2002 - 02/2007  
**Kanooz Industrial Services Est. - Dammam, Saudi Arabia**

- Prepared monthly and annual financial statements and variance analyses.
- Led a team of 5 accountants, ensuring accuracy of reconciliations and ledgers.
- Managed inter-bank transfers, cash flow, and financial adjustments.

**Branch Accountant** 11/1998 - 12/2001  
**Kanooz Industrial Services Est. - Dammam, Saudi Arabia**

- Managed branch-level financial operations and supervised 4 accountants.
- Managed budgeting, expense control, and reporting to head office.

**Accounts Executive** 11/1996 - 11/1998  
**Hotel Ambassador - Lahore, Pakistan**

- Prepared financial statements, tax returns, and cost reports.
- Managed payroll, purchases, and inventory control.

## EDUCATION

**MBA:** Finance, 01/1995, **Gomal University** - D.I. Khan, KPK

**BBA:** Accounting, 01/1993, **Gomal University** - D.I. Khan, KPK

**D.Com, Government College of Commerce** - Bannu, KPK

**CMA:** Coaching Classes attended, 01/2006 **Private Instit.** Dammam, KSA

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## PROFESSIONAL TRAINING & RECOGNITION

- Internship – PTV Corporation, Peshawar Centre (1995)
- Business Ethics Policy Training, Tecnicas Reunidas Saudia (2019)
- Awarded: 10 Million Safe Man Hours Achievement, Jizan IGCC Project