

SYED MOHAMED ARABI

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OBJECTIVE

An experienced Chief Accountant with 16+ years of expertise in financial management and reporting in Saudi Arabia. I am committed to ensuring the accuracy and integrity of financial data while supporting organizational goals. Seeking a position in a large corporate organization to broaden my exposure and contribute effectively.

ACHIEVIEMENTS

successfully completed the VAT audit for the entire year in compliance with ZATCA requirements, ensuring no discrepancies.

Spearheaded month-end and year-end closing processes, delivering timely and accurate financial statements.

PROFESSIONAL EXPERIENCE

Arabian Towers Projects Contracting Co., Saudi Arabia

Chief Accountant

December 2022 – Present

- Lead month/year-end closing of books and preparation of financial statements.
- Manage profit & loss reports, balance sheets, fixed asset schedules, accruals, prepayments, and overhead allocations to respective projects.
- Oversee finance reporting, tax planning, compliance, and audit preparation.
- Maintain general ledger, accounts payable/receivable, and conduct payroll reviews.
- Ensure timely filing of tax obligations, maintaining 100% compliance with the ZATCA department.

Western Auto Company Ltd., Saudi Arabia (Al Ghurair Group, U.A.E)

Senior Executive - Accounts

April 2015 – December 2022

- Managed financial reporting, accounts reconciliations, and audit preparation.
- Managed day-to-day financial operations, including accounts payable/receivable.
- Provided detailed financial data for decision-making, supporting business growth.

Western Auto Company Ltd., Saudi Arabia (Al Ghurair Group, U.A.E)

Executive – Accounts

April 2008 – March 2015

- Assisted in preparing financial reports and budget forecasts.
- Ensured accurate ledger entries and account reconciliations.

West Asia Exports & Imports Pvt. Ltd., India

Executive – Accounts

May 2007 – April 2008

- Supported day-to-day accounting activities, including ledger management and account reconciliations.
- Assisted with tax filings and compliance, ensuring timely submission.

Sherif & Sons Pvt. Ltd., India

Assistant Accountant

January 2005 – May 2007

- Managed financial records, processed invoices, and supported senior accountants.
- Assisted in preparing financial statements and reports.

EDUCATIONAL QUALIFICATIONS

Bachelor of Commerce (Computer Applications)

V.H.N.S.N College, Virudhunagar, Tamil Nadu, India

First Class (2001 – 2004)

COMPUTER SKILLS

- **Accounting Packages:** SAP (More than 10 years), QuickBooks, Odoo, Tally
- **Microsoft Packages:** Excel formulas, Word, Outlook, PowerPoint

PERSONAL DETAILS

- **Date of Birth:** May 22, 1984
- **Religion:** Islam
- **Marital Status:** Married
- **Nationality:** Indian
- **Languages Known:** English, Arabic, Tamil