

Saeed Mohamed El-Tohami Abdelraouf

Chief Accountant

Contact

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📍 Khamis Mushait, Saudi Arabia

🌐 [Linkedin](#)

Education

Bachelor of Commerce – Accounting,
Benha University, **2009**

Skills

Career Skills

- Budgeting & Forecasting.
- Tax Management & Compliance.
- ERP & Accounting Systems.
- Team Leadership & Training.
- Cash Flow & Cost Control.

Personal Skills

- Detail-oriented mindset.
- Strong problem-solving.
- Effective communication skills.
- Analytical thinking ability.
- Leadership and teamwork.

Software Skills

- ERP Systems.
- Excel.
- ICDL.

Professional Summary

Chief Accountant with 15+ years of experience in financial reporting under IFRS, budgeting, tax compliance, and cash flow management. CMA (IMA) and IFRS Diploma (ACCA) holder, skilled in ERP systems, cost control, and leading teams to deliver accurate financial insights.

Professional Experience

Chief Accountant – Masafat Tihama Trading

Feb 2023 – Present

- Managing accounting operations and preparing financial statements while ensuring accuracy and compliance with IFRS standards.
- Ensuring tax compliance and preparing tax returns.
- Managing the accounting team and developing their professional skills.
- Improving financial processes and applying best accounting practices.
- Coordinating with external auditors and providing required information.
- Utilizing accounting software and ERP systems to enhance efficiency.
- Preparing and reviewing budgets and financial forecasts accurately.
- Contributing to the preparation of estimated budgets and analyzing variances.

Senior Accountant – Shabakat Al-Insha Contracting

Sep 2015 – Jan 2023

- Managing banking operations and executing bank reconciliations accurately.
- Monitoring and analyzing vendor accounts and matching purchase invoices with purchase orders.
- Documenting and controlling subcontractor statements efficiently.
- Supervising asset movements and recording related financial changes precisely.
- Recording project statements and managing revenue accounts professionally.
- Preparing adjusting entries and financial statements to high standards.
- Participating in the preparation of budgets and cash flow forecasts.

Languages

- **Arabic** – Native.
- **English** – Good.

Financial Accountant – Dar Dhofar for Maintenance & Operations

Jun 2012 – Jan 2015

- Managing and documenting financial operations accurately, including purchases and sales transactions.
- Executing banking transactions and preparing bank reconciliations efficiently.
- Closely monitoring vendor and customer accounts and ensuring continuous updates.
- Preparing adjusting entries and financial statements in compliance with accounting standards.
- Recording subcontractor statements and ensuring accuracy in accounts.
- Managing disbursement orders, store issuance, and monitoring inventory balances effectively.
- Documenting project statements and tracking revenue accounts to ensure financial transparency.

Accountant – El-Mahdy Company for Vegetables Drying

Jan 2011 – Apr 2012

- Managing and documenting daily journal entries with accuracy.
- Managing vendor and customer accounts and maintaining up-to-date records.
- Executing banking transactions efficiently and monitoring bank reconciliations.
- Preparing payroll accurately and ensuring precision in accounts.

Professional Certifications

- **Diploma in International Financial Reporting (IFRS) – ACCA**
- **Certified Management Accountant (CMA) – IMA**

Training & Courses

- **ICDL Certification – Cisco (2012).**
- **American International Accounting Program (2015).**
- **Reading Financial Statements – CFI (2022).**
- **OHSAS 18001:2007 & ISO 9001:2005 Awareness (2018).**
- **Time Management & Leadership Skills – Tera (2022).**
- **Excel for Finance and Accounting – Tera (2022).**