

Mustafa Sami

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📍 Riyadh, Saudi Arabia

Professional Summary

Results-driven Finance Manager with over 15 years of experience across financial management, budgeting, cost analysis, taxation, and ERP systems in the construction and service industries across Saudi Arabia and the UAE. Demonstrated success in leading finance operations, controlling project costs, ensuring compliance, and driving efficiency in financial reporting. Adept at developing financial strategies, managing accounting teams, and aligning financial goals with business objectives.

Professional Experience

Finance Manager

Delta Flow Company for Contracting LLC, Abu Dhabi, UAE

2019 – 2025

- Led financial planning, project budgeting, and accurate cost estimation.
- Monitored project spending and performed monthly variance analyses.
- Issued project progress and performance reports.
- Managed receivables, invoicing, and compliance with VAT regulations.
- Oversaw financial control systems, intercompany reconciliations, and financial compliance.
- Reviewed commercial proposals and performed profitability analysis.
- Develop accurate cost estimates for engineering projects considering materials, labor, equipment and overhead costs .
- Collaborate with project managers and engineers to understand project requirements and develop comprehensive budget
- Analyze historical data, markets trends and supplier quotation to ensure cost estimates are realistic and competitive
- Monitor project expenditure throughout the project life cycle, identifying variances and implementing corrective actions as needed.

Accounts Manager

IKK (Issam Kabbani & Partners Co), Dammam, Saudi Arabia

2014 – 2018

- Supervised daily operations and transaction processing through ERP systems.
- Managed cash flow, accounts payable, inventory control, and ledger accuracy.
- Conducted Zakat preparation, financial reconciliations, and internal audits.
- Led a team of accountants, driving automation and process enhancements.
- Enforce timely recording of all financial transactions, setting and monitoring deadlines for submissions from other departments to keep financial data current and reflective of the company's operational status.
- Oversee daily operations.
- Maintaining ledger accuracy, account reconciliation.
- Manage and optimize cash flow.
- Strengthen internal controls and manage risks related to accounting practices, identifying and correcting financial discrepancies to safeguard the company's financial health.
- Prepare, review, and file accurate Zakat in a timely manner.

Chief Accountant

AL Othman holding , Riyadh, Saudi Arabia

2010 – 2013

- Prepared monthly financial statements and management reports.
- Oversaw general ledger, chart of accounts, trial balance, costing, and revenues.
- Reconciled intercompany transactions and ensured accurate financial closure.
- Go through commercial terms of contracts/proposals and prepare the billing and receivable schedule such as Lincoln from England and Niagara from Canada .
- Ensure that all finances are properly administered and monitored. Engage and communicate with a variety of stakeholders.
- Prepare and overseeing the invoices and follow-up for receivables.
- Control inventory to maintain healthy working capital levels .
- Manage the GL, Chart of accounts, Trial balance.

Accountant

Falcon for Skin Care and Cosmetics, Riyadh, Saudi Arabia

2007 – 2010

- Handled budgeting, transaction recording, and periodic closings.
- Managed bank reconciliations, AP/AR tracking, and balance sheet integrity.
- Ensured data confidentiality and assisted in audits and reporting processes.
- Effective contribution in increasing companies sales from international cosmetics and skin care agencies such as Selvert from Germany
- Reconcile accounts payable, receivable and bank.

Responsibilities

- Prepared competitive project cost estimates and budgets.
- Analyzed costs, tracked expenditures, and conducted monthly variance analysis.
- Issued financial and project performance reports.
- Managed invoices, receivables, and VAT compliance.
- Reviewed commercial terms and assessed proposal profitability.
- Ensured financial controls, reconciliations, and regulatory adherence.
- Supervised ERP-based financial transactions and daily operations.
- Managed cash flow, accounts payable, and inventory levels.
- Led internal audits, filed Zakat, and enhanced internal controls.
- Guided accounting team and improved financial processes.
- Oversaw financial statements, costing, and intercompany reconciliations.
- Managed general ledger and prepared management reports.
- Ensured accurate revenue recognition and account structuring.
- Handled full-cycle accounting, budgeting, and reporting.
- Reconciled accounts and managed financial closings.
- Supported audits and ensured data integrity.

Education

Bachelor of Accounting, Mansoura University, Egypt – *June 2006*

Certifications

- **Certified Management Accountant (CMA)** – In Progress
- **IELTS Certificate** – *Dec 2011*
- **Microsoft Office Specialist (Word, Excel, PowerPoint)** – *Mar 2010*
- **Peachtree certificate** – *2008*
- **Certification of completion** – *2006*

Core Skills

- Financial Planning & Budgeting
- Cost Control & Estimation
- Financial Analysis & Reporting
- Forecasting & Variance Analysis
- Project Finance & Cash Flow Management
- Tax Compliance (VAT, Zakat)
- Investment & Feasibility Studies
- ERP Systems (Oracle, SAP, Microsoft Dynamics)
- Internal Audit & Risk Management
- AP/AR & Working Capital Management
- Intercompany Reconciliation
- Contract & Proposal Evaluation
- Profitability Analysis
- Regulatory Compliance (IFRS / SOX)
- Treasury Operations
- KPI Development & Performance Monitoring
- Bank Relationship Management
- Microsoft Excel – Advanced Functions & Modeling
- Financial Policies & Controls Implementation

Personal and Soft Skills

- Strategic Thinking
- Leadership & Team Management
- Analytical & Detail-Oriented
- Communication & Stakeholder Engagement
- Problem Solving & Decision-Making
- Time Management & Multitasking
- Adaptability & Resilience
- Confidentiality & Professional Integrity
- Process Improvement Mindset
- Cross-Functional Collaboration
- Results-Driven & Proactive Approach
- Languages: **Arabic:** Native | **English:** Fluent