

# MOHAMMED MARZOUQ ALOTAIBI

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## Professional Summary

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Experienced Accountant with a strong background in financial accounting, invoice management, and internal auditing, gained through hands-on work on projects exceeding SAR 300 million. Skilled in preparing journal entries, performing reconciliations, and maintaining accurate financial records using diverse accounting systems. Proficient in vendor relations, petty cash handling, and invoice review. Offers analytical and technical capabilities within fast-paced accounting environments.

## Professional Experience

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### (Saudico) Saudi Constructioners Ltd. | Site Accountant | Sep 2022 – Present

- Conducts accurate reconciliation of ledger and accounting records
- Prepares daily journal entries in accordance with accounting standards
- Performs bank and account reconciliations on a regular basis
- Reviews supplier invoices and ensures compliance with policies
- Manages complete vendor invoice lifecycle and handles petty cash disbursements within a SAR 300 million project

### Fajr Construction Company | General Accountant, Payroll & Final Settlements Accountant | Mar 2020 – Mar 2021

- Processed employee payroll and executed monthly financial reconciliations
- Recorded accounting entries and maintained official documentation
- Managed expenses and allowances and reviewed account statements
- Coordinated with departments to ensure payroll accuracy
- Supported internal audits and prepared periodic financial reports

### Salko Company | Administrative Officer, Debt Collector | Sep 2017 – Feb 2020

- Handled day-to-day administrative activities and maintained accurate records
- Followed up on overdue accounts and communicated with clients
- Prepared monthly performance and collections reports
- Collaborated with legal departments on delinquent cases
- Organized and archived financial and administrative documents

## Education

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- **Bachelor's Degree in Accounting | College of Science and Humanities – Shaqra University | 2020**

## Training Courses

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- Introduction to Project Management Professional (PMP) | King Khalid University | May 2024
- Listening | King Khalid University | May 2024
- Writing | King Khalid University | May 2024
- Reading and Comprehension | King Khalid University | May 2024
- Grammar | King Khalid University | May 2024
- Microsoft Outlook Program | King Khalid University | May 2024
- Fundamentals and Principles of Financial Accounting - Part 2 | Doroub Platform | May 2024
- A1 Beginner Men | British Council | Dec 2023
- A0+ Starter Men | British Council | Sep 2023
- English Language Basics – Part One | Shaqra University | Dec 2019

## Projects

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### The Impact of E-Commerce on Accounting Information Systems (Graduation Project)

- Conducted an in-depth study on how e-commerce influences the accuracy and efficiency of accounting information systems
- Analyzed real-world data in an academic setting
- Presented recommendations to optimize electronic accounting systems

## Memberships

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- Saudi Organization for Certified Public Accountants (SOCPA) | Associate Member | Aug 2022

## **Skills**

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### **Soft Skills**

- Work under pressure | Communication skills | Problem-solving | Accounting & technical issue resolution | decision-making | Strong organizational skills | Quick learner | Time management

### **Professional Skills**

- Journal entry preparation | Invoice review | Bank reconciliation | Internal audit and reporting | Vendor invoice management | Account reconciliation | Financial data analysis | Daily transaction recording | Budget analysis | Business process understanding

### **Technical Skills**

- Proficiency in accounting software | Familiarity with ERP systems | Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) | Presentations | Resource management | Fast typing | Computer literacy

### **Languages**

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- **Arabic**
- **English**