



Saud Abdul Latif

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🌐 linkedin.com/in/saud-abdul-latif-67601432b 🇸🇦 Transferable Iqama

📄 Profile

A motivated and reliable individual with strong communication and organizational skills, eager to learn and contribute in a professional environment. Able to work well both independently and as part of a team, with a positive attitude and a strong sense of responsibility.

🎓 Education

Diploma in Accounting & Finance
2021 - 2023 | Pakistan

High School (Intermediate of Commerce)
2018 - 2020 | Pakistan

Matriculation
2014 - 2016 | Pakistan

📄 Certificates

Financial Accounting
Accounting Expenditure Management

🌐 Languages

English ● ● ● ● ●
Arabic ● ● ● ● ●
Urdu ● ● ● ● ●

📄 Professional Experience

Accountant, Desert wave Contracting Company Ltd.

2024 - present | Jeddah, Saudi Arabia

Preparing monthly financial reports and statements. Managing daily and monthly expense tracking, including operational and project-related expenses. Assisting in the preparation and handling of Administrative & Project Documentation, including BOQs & quotations formatting and submission. Coordinating via email with clients for Quotation approval, invoice submission, work quantity sheets, approvals, and Purchase Orders. Handling and managing transactions through Oracle portals. Recording all expenses and payments in accounting software and prepare detailed monthly reports. Performing bank reconciliations and maintain the general ledger. Assisting in the preparation and filing of quarterly VAT returns. Supporting audit processes and assisting external auditors when required. Providing administrative support to HR, including handling gate passes, project documentation, and employee-related matters (Iqama, exit/re-entry procedures, and payroll processing). Carrying out additional accounting and administrative duties as assigned.

Payroll Accountant, Surgicast

2022 - 2024 | Pakistan

Maintain and update payroll records including salary, bonuses, deductions etc. Ensure accurate and timely preparation of payroll reports. Reconcile payroll accounts and prepare journal entries to ensure accurate general ledger posting. Handle payroll related inquiries from employees. Coordinate with HR departments to ensure accurate employee data and benefit deductions. Prepare payroll related financial reports and assist in audits as required.

Junior Accountant, Goldstar Medical Instrument

2019 - 2022 | Pakistan

My Job Description included managed vendor accounts, generating weekly on demand Cheque. Coordinated with purchasing to review & verify record-keeping & accuracy of invoices, delivery receipts, requests for purchasing orders & other relevant documents. Perform general ledger & bookkeeping work. Recording the transactions through Cetec ERP system. Monitor & recording company's expenses.

🧠 Skills

- Handling Petty Cash & Expense Tracking
- Financial Reporting & Statement Preparation
- Accounts Payable & Receivable Management
- General Ledger Maintenance
- Audit Support & Compliance
- Financial Data Analysis & Reporting
- Client Communication & Email Coordination
- Project Documentation
- Payroll Processing Assistance
- Iqama & Exit/Re-entry Processing
- Time Management & Multitasking
- Communication Skills
- Preparing Monthly, Quarterly & Yearly Closing.
- Expense Tracking & Cost Control
- Bank Reconciliation
- VAT Preparation & Filing
- Oracle Portal Handling
- Invoice Processing & Portal Submissions
- Document Management
- HR Documentation & Administration
- Employee Relations Support
- Attention to Detail
- Organizational Skills
- Ability to Work Under Deadlines