



Muaz
Mohamed

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Skills

Financial Accounting
████████████████████

Book keeping
████████████████████

Financial Reporting
██████████████████

Financial Analysis
██████████████████

Internal Control
██████████████████

IFRS Compliance
██████████████████

Performance Management
██████████████████

Summary

Professional accountant with more than 9 years professional working experience in the field of Finance and Costing, gained from companies in different industries. Highly motivated person, with ability to produce financials, develop strategies and goals, work and collaborate under various environments. A team player with positive attitude and ability to achieve targets above expectations

Career Objective

Seeking a challenging accounting position where I will be able to contribute my skill, knowledge and experience in Oracle ERP system to achieve the strategic goals of the company and to provide accurate and timely financial data to top management.

Professional Experience

From
Oct 2016
To
Present

Chief Accountant– Zamil Air Conditioners - Manufacturing -Saudi Arabia - Jeddah

- Review daily transactions and transfer it to General Journal
- Reconciling account balances and bank statements
- Maintaining general ledger and preparing month-end close
- Review the recondition of the sub-ledger to general ledger account balances
- Preparing financial statements
- Prepare financial reports for the management
- Prepare LC documents for Presentation to Bank
- Passing JV's for Accounts Reconciliation
- Prepare Credit / Debit Memo and Credit Notes
- Reconciliation of Accounts Receivable
- Petty Cash Verification Approval and Payment
- Answer and respond to Management, Line Managers, Clients and Employees Queries
- Prepared Cheque Request for Clients, Employees and Petty Cash
- Review All financial transactions for All business units periodically In the System
- Assist the accounting team in preparing balance sheet and budget Reports
- Monitor and manage the month end accounting closing processes

Knowledge of ERP

◆ Oracle Financial R12.2 & Oracle Fusion,

- General ledger (chart of accounts, posting Journal entries, cash entries)
- Account receivables (Customer-Invoicing, posting, clearing)
- Account payables (VENDOR-Invoicing, posting, clearing)
- Cash Management (Payments, clearing)
- Nationality: Sudanese

◆ Accounting Packages Familiarity,

- ERP, Tally, 9.0
- Oracle R12 & Oracle Fusion
- Peachtree
- QuickBooks
- Well experience in Excel

◆ Computer Familiarity

- Operating Systems: MS DOS, Win, XP,
- Certified Diploma in Computer Application
- Customized Accounting packages
- Internet User – for research and communication purposes

- Monitor month end reports, schedules, payments and receipts
- Monitoring the Inventory and lead the stock count process ,with Financial Controller's supervision and does a periodic physical count of company stocks to check the accuracy of inventory balances in General Ledger
- Closing all financial transactions for All business units periodically Carried out the reconciliation of the relevant accounts (e.g. cash, billing banks, etc.)
- Coordinated with the bill collectors/sales representatives on the collection of receivables
- Reconcile all collections against receivables records to ensure that the funds obtained have matched the customer receivables
- Monitor the receivables collected by the bill collectors/sales representative against the customer receivables to ensure that all aging receivables are timely taken care of
- Send statement of accounts to the relevant customers/clients to update them on the receivables/ collection status
- Monitoring the Inventory and lead the stock count process ,with Financial Controller's supervision and does a periodic physical count of company stocks to check the accuracy of inventory balances in General Ledger
- Aids requirements of internal and external auditors
- Update and implement financial policies and procedures

Personal Information _____

- Muaz Murtada Maki
- Date Of Birth: 09 September 1987
- Nationality: Sudanese
- Married Status: Married with 2 children
- Visa Status: Transferable Iqama

Language _____

- Arabic: Mother tongue
- English: Very Good

Courses _____

- CMA Part One Course 2021.
- FMVA Course 2022.
- Training Certificate from Shawgi office for Accounting and Auditor, Sudan,

Professional Experience

From
March 2012
To
May 2015

Senior Accountant – Food Security Co. LTD. – Sudan - Khartoum

- Prepared general ledger and journal entries analysis.
- Review daily transactions and transfer it to General Journal.
- Reconciling account balances and bank statements.
- Maintaining general ledger and preparing month-end close.
- Reconciling sub-ledger to general ledger account balances.
- Preparing financial statements.
- Prepare financial reports to the management
- Assessing internal controls, including risk assessments and reviews of risk areas.
- Supervised junior accountants and monitored their work daily.
- Assisted junior accountants in preparing month end reports and monthly bank reconciliations.
- Analyzed the company's expenditure and benefits.
- Cooperated with internal and external auditors.
- Reconciliation of Accounts Receivable
- Closing all financial transactions

Education

December 2011

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- BSc In Accounting, Al Neelain University , Sudan.

Licenses

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- Permanent Registration Into Council Of Regulator Accounting and Auditor Job (M T M M M / S M 3985), Sudan,