

Motaseem Shubaitah

Chief Accountant

Seasoned Chief Accountant bringing more than 10 years of experience directing accounting systems for diverse business groups. Industrious and cost-conscious with excellent project management abilities. Advanced understanding of IFRS and AIS standards.

Work History

2014-03 -
2019-03

Chief Accountant

*Hamad Al-Saghyir For Commercial Investment Co.,
Al-Riyadh*

- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
- Performed advanced reviews of business operational trends and expected obligations to prepare accurate forecasts.
- Completed year-end closing processes with controllers and external auditors.
- Prepared accounts for industry audits and supported audit process.
- Wrote financial statements and consolidations after reconciling general ledger accounts.
- Reviewed documents and accounts for discrepancies and resolved variances.
- Partnered with auditors on annual audits and realized compliance with governmental tax guidelines.
- Handled month-end and year-end end finances by managing and reporting fixed assets and other data.
- Reviewed budgets, including capital appropriations and operating budgets, and communicated findings to senior management.
- Developed and implemented effective accounting systems.
- Collaborated with bank representatives to negotiate

Contact

Address

Dammam - Saudi Arabia

Phone

966-553742568

E-mail

Motsem72@yahoo.com

Software

SAP System

●●●●●
Excellent

Microsoft Dynamics

●●●●●
Excellent

Oracle System

●●●●●
Very Good

Skills

Strong computer skills

●●●●●
Excellent

Quality controls

●●●●●
Excellent

IFRS and AIS experience

●●●●●
Very Good

Time management

●●●●●
Excellent

capital requirements.

- Calculated tax owed, prepared and submitted returns and upheld compliance with all applicable laws.
- **Achievements**
Contribute to the preparation of the company's balance sheet at SR 1,000,000,000.

2007-08 -
2013-11

Senior External Auditor

Alawail for Tax & Financial Consulting Co.W.L.L, Amman - Jordan

- Identified audit risks, prepared budgets and coordinated with management and audit team in preparing related reports.
- Completed audit papers by thoroughly documenting audit tests and findings.
- Facilitated financial and operational audits, working with internal and external managers to communicate recommendations or issues surrounding audits.
- Prepared working papers, reports and supporting documentation for audit findings.
- Developed and implemented corrective actions to bring business areas in line with standards.
- Identified control gaps in processes, procedures and systems through in-depth research and assessment and suggested methods for improvement.
- Identified management control weaknesses and provided value added suggestions for remediation.
- Served customers in a friendly, efficient manner following outlined steps of service.
- Developed team communications and information for meetings.
- Monitored all company inventory to ensure stock levels and databases were updated.
- Developed and implemented performance improvement strategies and plans to promote continuous improvement.

2002-02 -
2007-07

Trainee Auditor

Alawail for Tax & Financial Consulting Co.W.L.L, Amman - Jordan

Financial Management

●●●●●
Excellent

Bank Reconciliation

●●●●●
Excellent

Annual budget preparation

●●●●●
Excellent

Monthly financial statements

●●●●●
Excellent

Cash Flow analysis

●●●●●
Excellent

Tax accounting specialization

●●●●●
Excellent

- Developed understanding of company audit methodology, approach and tools while working under supervision of licensed auditors.
- Proofread audit and tax reports and year-end financial statements to verify accuracy.
- Prepared, analyzed and verified annual reports and financial statements to assess financial condition and facilitate financial planning.

Education

2003-08 - **Accounting**
2007-08 *Al-Zaytouna University - Amman - Jordan*

Certifications

2015-06 Time Management

2011-06 Program presented in the International Financial Reporting Standards (IFRSs) and the International Accounting Standards

2011-06 Preparing Budgets

2011-05 IFRS 9