

MOHAMMAD SAEED AL SUBAA

Chief Accountant -CTA SOCPA

Chief Accountant highly experienced IN VAT and WHT returned , cash flow and collection budgeting, expense and revenue budget, preparing and leading for monthly closing ,submission of financial statements and cost reports. experienced in SAP and AX Dynamic



03.06.1993



0541453123



mohammad.subaa@gmail.com

EDUCATION

01.2015 - 10.2019

Saudi Electronic University
Accounting Bachelor

01.2012 - 12.2014

Institution Of Public Administration
Accounting Diploma

06.2022

Saudi Organization for Chartered and Professional Accountants - SOCPA (professional Certificate)

Certificated Technical Accountant

Certificate number:2022-2-3-1-480071

EXPERIENCE

02.2021 - present

Alzad Altazaj -Food and Beverage industry
Chief Accountant

- Supervising the routine accounting task.
- Ensuring all monthly financial report submitted on time(balance sheet, Income Statement based on branches and overall)
- Managing Cash flow.
- Managing new investment ,fixed assets.
- Managing cost accounting department and all related reports.
- preparing expenses budget and sales target monthly.
- Applying high internal control.
- Interfaces with Zakat/Tax and Banks .
- preparing perform financial statements.

●

04.2019 - 02.2021

SecuTronic -Project
Eastern Branch Accountant , Finance AX Dynamic

- Daily Accounting transaction AP,AR, GL.
- WIP and Inventory reconciliation and physicals counting
- Closing the accounts monthly
- Preparing income Statement for eastern region .
- Preparing costing sheet for project cash flow.
- Preparing annual expenses budget and sales target for the branch
- Preparing end of the year branch documentation for audit requirement.
- following up receivable and preparing collection forecast monthly

08.2016 - 04.2019

**BGP International Petroleum Services Corporation-Oil and Gas Project
Senior Accountant SAP SYSTEM**

- Posting Accounting transaction
- Preparing VAT and WHT monthly
- Responsible about communication with Tax Department(GAZT)
- Finalize and prepare any objection for any income tax -zakat -VAT and WHT issues with Tax Department (GAZT)
- Engage in prepare monthly Financial statement and internal costing report and submitted to group CFO (China head office).
- recording current account transaction with head office and other branches.

04.2015 - 08.2016

Saudi Nanjing Middle East CO LTD. Constriction

GL Accountant

- AP-AR-GL Accountant.
- Closing entries and Adjustment (accrual provisions, prepaid and depreation entries)
Review Trial balance Submitted Adjusted trial balance to Internal Auditor.
- Responsible for Tax Department Communication.

07.2014 - 04.2015

Itqan Industrial Services -Prodction

Accountant

AP Accountant .
Cash transaction.

SOFTWARE SKILLS

SAP SYSTEM - Excellent in accounting function

AX Dynamic - Excellent in accounting function

LANGUAGES

Arabic - Excellent

English - Excellent

SKILLS

- ✓ Team work
- ✓ Ability to work under pressures
- ✓ Compliance with deadlines
- ✓ GL Accountant
- ✓ Tax Accountant VAT-WHT-income tax
- ✓ General Accountant
- ✓ Cost Accounting
- ✓ Team work