

# Mohammed Ali Alghawi

Accountant Resume. Phone: 00966546480700E-mail: [Mohammedali20013@hotmail.com](mailto:Mohammedali20013@hotmail.com)

## Summary

Experienced Senior Accountant successful at cultivating effective working relationships at all levels while driving improvements to budget administration, expense tracking and forecasting of future financial needs, Hardworking, results-focused and forward thinking.

## Qualifications

2020 – 2024 **Saudi Electronic University, Dammam, Saudi Arabia**

4 Years bachelor's degree (Major: Accounting)



2009 – 2014 **King Faisal University, Hofuf, Saudi Arabia**

4 Years bachelor's degree (Major: Business Administration)



2005 – 2007 **Institute of Public Administration, Riyadh, Saudi Arabia**

2+ Years Diploma (Major: Accounting)



## Work Experience

October 2021 – Up to Now at: **Jumeirah Trading Co. Ltd. (Baskin Robbins)**

Position: Senior Accountant



Tasks and Responsibilities:

- "Rental Payment Process"  
Preparation of rent approval  
Verification of Rent invoice and compliance with VAT regulation and accounting  
Preparation payment voucher and printing cheques or updating wire payment format.
- "Rent and Lease agreement"  
Maintenance of lease agreement with starting date and duration of contracts and updating grace period and notice periods  
Rent amount as per agreement and with utility payments and updating Rent discount applicable  
Tracking of rent payment and planning the rent for cash flow
- "VAT" and "WHT" review and submit return.

February 2019 – September 2021 at: **Mazaya Al Khair Bakery Est.**

Position: Senior Accountant



Tasks and Responsibilities:

- Supervised accounts payables clerks.
- Receiving and processing of all payable invoices.
- Preparation of bank transfer & bulk transfer/ cheque/ demand cheque.
- Performed of statement of account reconciliations.
- Full readiness to bear the pressures of work and acquire new skills and work within the work team and develop it.

October 2018 – January 2019 at: **Delta Modern Food Factory.**

Position: Senior Accountant



Tasks and Responsibilities:

- Supervised accounts receivables clerks.
- Reconstructed accounting records from clients' checks and cash receipts.
- Reviewed collection reports to determine the status of collections and the amounts of outstanding balances.
- Developed and implemented effective accounting systems.

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Jun 2008 – October 2018 at: **Jumeirah Trading Co. Ltd. (Baskin Robbins)**

Position: Accountant

## Tasks and Responsibilities:

- Receiving and processing of all payable and receivable invoices.
- Entering and updating of AP payments, AR orders and receipt vouchers in system.
- Preparation of bank transfer/ cheque/ demand cheque.
- Performed of bank Reconciliations and extensive account analysis.
- Reviewing of all rent contracts for BR branches and updated in schedule.
- Handling of insurance for cash, assets (vehicles & buildings).
- Full readiness to bear the pressures of work and acquire new skills and work within the work team and develop it.



## Training Courses

2007 At: **Deloitte & Touché Bakr Abulhair and Partners Co.**

Position: Auditor (Audit Department)

For 10 Weeks



## Known Languages

- **English:** (Level: Very Good)
- **Arabic:** (Level: Native, Excellent)



## Computer Skills

- ❖ **Microsoft Office:** Word, PowerPoint & Excel
- ❖ **Oracle System:** 1) Financial Accounting (FA) System, Pasted from Oracle  
2) Enterprise Resource Planning (ERP) System



## Personal Information

**Profile:** Male, 35 Years Old, Married, 4 Child  
**Nationality:** Saudi  
**Current Location:** AlQatif, Eastern Province – Saudi Arabia  
**Preferred Job Location:** Al Dammam, Al-Khobar, Al-Jubail  
**Salary Requirement:** Negotiable