



Mohammed Abdul Wajid

Senior Accountant

CAREER OBJECTIVES:

Seeking a responsible and challenging position with a dynamic organization which offers opportunities for personal & professional development and where I can best utilize my knowledge & skills to achieve personal as well as organization goal.

TECHNICAL EDUCATION & ATTAINMENTS:

Bachelor of Commerce Year 1998 - 2000 Osmania University – Hyderabad, India

With specialization in advance accounting, auditing, costing and taxation

Currently Pursuing **CMA Second Part.**

Successfully Completed Diploma in Computerized Accounting from

AICA Computech Pvt.Limited,Hyderabad,A.P., India.

Successfully Completed Post Graduate Diploma in Computer

PROFESSIONAL EXPERIENCE IN GULF:

Senior Accountant (Jan 2020 – till present)

**Innovative Code Co (Gexpo-Event management/valet parking)
Riyadh, K.S.A**

- Handle full spectrum of financial accounting role AR, AP, GL, Fixed Asset cash flow collection Forecasting.
- Controlling of all petty cash ac of employees.
- Approved Journal Vouchers and batches for entries of financial transactions into the General Ledger.
- Supervise and approve the matching of customer and vendor invoices matching with sales contract and Purchase order and investigate reasons for discrepancies invoices.
- Review of Daily valet parking transactions and preparing report.
- Preparing Monthly sales report as per location wise.
- Processing of all international and local transfer payment transactions and deposit cheques and cash in company bank ac.
- Reconciliation of bank, customer, vendor and intercompany Accounts including POS transactions on monthly basis.
- Review and Processing of VAT report on quarterly basis and WHT report on monthly basis.
- Review of all GL and balance sheet accounts before finalizing trial balance and balance sheet
- Review and analysis of actual cost vs budget
- Review and analysis of revenue ac.
- Recording all monthly closing transactions like provision, all prepaid, depreciation and accrued.
- Review Payroll & online Bank Transfer sheets payments after obtaining final approval from the Finance Manager as per WPS concept.
- Prepare Monthly Reports Trial Balance, P& L, BS & other reports.
- Exposure to Internal and external audit requests and responsible for providing requested information to auditors.
- Actively involved in continuous improvement of accounting processes to improve efficiency and accuracy.

Honors & Awards

◆ **Employee of the Year**

For sincere hard work & dedication year 2014-2016 at Erada Advance Projects Co. Ltd.

- ◆ **Loyalty Awards** in 2014 for completing 5 Years at Erada Advanced Projects Co. Ltd.

Areas of Expertise

- ◆ Accounts Payable & Receivable
 - ◆ Financial Statements & Preparation 95%
 - ◆ Fixed Asset & Inventory Control
 - ◆ All types of Accounts Reconciliation
 - ◆ General Ledger Accounting
 - ◆ Reporting & Documentation
 - ◆ Month end Reconciliation of all GL accounts analysis
- Month End and Year end closing of books.

Professional Skills

- ◆ Leadership & decision-making skills
 - ◆ Excellent written & verbal communication
 - ◆ Highly trustworthy, discreet & ethical
 - ◆ Ability to prioritize and work on multiple tasks in fixed deadline.
- Detail oriented, efficient and organized
- ◆ professional with extensive experience in accounting systems.
 - ◆ Ability to lead a team and train them on bookkeeping procedure and accounting techniques.

Senior Accountant (Nov 2016 – Oct 2019)
Automated Building Company – Riyadh, K.S.A

- Approved Journal Vouchers and batches for entries of financial transactions into the General Ledger.
- Supervise and approve the matching of invoices, Purchase order and receiving reports and investigate reasons for mismatches.
- Responsibility of ensuring that AP, AR and Payroll functions are always covered and that the work they perform is properly supervised.
- Handling all cheques and bank transactions including transfers, deposits etc.
- Managing of weekly and monthly Sales Report.
- Follow up with customer related to overdue collection.
- Preparing and reconciling Monthly inventory stock report.
- Recording all monthly closing transaction.
- Preparing Monthly Reports Trial Balance, P& L, BS & other reports.

Senior Accountant (May 2009 – July 2016)
Erada Advanced Projects Co.Ltd. – Riyadh, K.S.A

- Handle full spectrum of financial accounting role AR, AP, GL, Financial, & Forecasting.
 - Approved Journal Vouchers and batches for entries of financial transactions into the General Ledger.
 - Supervise and approve the matching of invoices, Purchase order and receiving reports and investigate reasons for mismatches.
 - Responsibility of ensuring that AP, AR and Payroll functions are always covered and that the work they perform is properly supervised.
 - Handling all cheques and bank transactions including transfers, deposits ,financing/LC/LG /Financing etc.
 - Oversee the update foreign vendor's invoices references and prepare bank letters for payments.
 - Ensure defining and maintaining a complete, accurate up to date customer and Vendors records.
 - Review Payroll & online Bank Transfer sheets payments before obtaining final approval from the Finance Manager to process employee's salaries as per WPS concept.
 - Coordinate & Reconcile Monthly Inventory report with warehouse.
 - Review monthly account reconciliations for banks, customers, Vendors and Intercompany balances on monthly basis.
 - Maintain & update all monthly Accruals, Provision, Fixed - Asset, Prepaid, Revenue Recognition.
 - Preparation of Trial Balance, Financial Statement, Cash flow forecast & actual, Month & Year-end closing and Annual audit reports.
 - Assisting to finance manager for preparation of annual budget.
- Cooperation with Internal and external audit to carry out interim and annual auditing.
- Preparation of other reports as per manager request.

Social Media



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m.wajidfinance@bayt.com

Technical Skills

Typing Speed

45 WPM

MS Dynamic Navision

65%

Oracle 11i/R12

60%

Peachtree, Tally 9

75%

Zoho Books cloud

70%

Smacc cloud software

70%

MS Office : Excel, Ms Word, Power point

70%

Saudi Archirodon Construction Overseas Co. Ltd. - Jubail, K.S.A.

Accountant (**Feb 2003 – Jan 2006**)

Promoted to Senior Accountant (**Feb 2006 – April 2009**)

- Prepares routine accounting transactions such as disbursement vouchers, cash receipts and journal vouchers.
- Responsible for accounts payable, deals with Vendors for purchases and payments.
- Preparation of accounts payable schedule and aging analysis of accounts receivable.
- Review & Supervise accounts payable and receivable, request statements for reconciliation & settle any discrepancies.
- Ensure timely collection and payments of Customer and vendors invoices.
- Overall supervision of daily operation of AR,AP,cash receipt and general ledger accounts prepared by accountant.
- Review all entries and validate prior to Chief Accountant does the posting & monthly closure.
- Coordinate with the bank in all banking transactions and resolve various issues with bank such as cleared check differences, bank fee anomaly and other discrepancies.
- Review & assist in monthly payroll transactions, Gosi and other employee's related payments.
- Maintain & recording of Fixed Assets Transactions.
- Maintain & recording of inventory transactions and reconciled inventory report with warehouse reports.
- Review of all vacations & Final settlements of employee's.
- Prepare Monthly accounts reconciliation of Banks, Customer, Vendors and Intercompany.
- Prepare and record of all accruals, provision, and prepaid transaction.
- Assist Chief Accountant in monthly & yearly closing and during Interim & Annual audit.
- Assist in preparing Monthly & Yearly Financial Reports.
- Preparing of Taxation forms as per Tax Dept Yearly wise.
- Reporting directly Chief Accountant.

Vatan Mechanical Works Pvt.Ltd. - Hyderabad, India




Accountant (**Aug 1999 – Oct 2002**)

- Prepares routine accounting transactions such as disbursement vouchers, cash receipts and journal vouchers.
- Managing all bank transaction & preparing Bank Reconciliation Statement
- Preparation of Monthly Customer & Vendor Reconciliation
- Preparation of Accounts payables schedule & monthly aging analysis of receivables.
- Preparation of monthly Payroll payment.
- Updates the account payables and receivable ledgers, sub-ledger and payroll.
- Responsible for accounts payable, deals with suppliers for purchases and payments.
- Maintains the Fixed assets & Inventory ledger.
- Ensures timely payments of vendor invoices and expense vouchers.
- Prepare aging report of Customers/Vendors on monthly basis.
- Reporting directly to Accounts Manager.



Personal Details

Nationality : Indian
Marital Status : Married
Iqama Status : Transferable
Profession : General Accountant
Languages : English, Hindi & Arabic intermediate.

Contact Me

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 Hail Wazarat, Murabba, Riyadh, K.S.A.

Reference

- ◆ **Gufan Khan** – General Manager (ABC)
 +966 59600 9681
- ◆ **Rehab Kamu** – Finance Manager (Gexpo Co)
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