

Mohammed Abdul Wajid

Senior Accountant

CAREER OBJECTIVES:



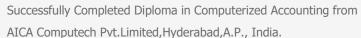
Seeking a responsible and challenging position with a dynamic organization which offers opportunities for personal & professional development and where I can best utilize my knowledge & skills to achieve personal as well as organization goal.

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 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
- 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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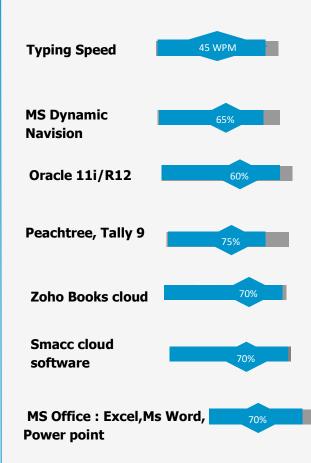


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Technical Skills



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

Igama Status : Transferable

Profession : General Accountant
Languages : English, Hindi & Arabic

intermediate.



Contact Me



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



Reference

- ◆ **Gufran Khan** General Manager (ABC)
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- Rehab Kamu Finance Manager (Gexpo
 Co)
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