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MUTAZ ESAM

HASSANALI

Accountant, Task Coordinator, Purchasing
Officer And General Administration

Skills

- Microsoft Office
- Organization
- Problem Solving
- Communication Skills
- Flexibility
- Responsibility
- Emotional Intelligence

Work History summary:

ASSUSTING Accountant & Office Coordinator – (J.S.E) JAWHARET ALSOMMAN .EST (Dec 2021)

- Gathered financial information, prepared documents and closed books.
- Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.
- Reviewed business operations and obligations to help organization function at acceptable level.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations.
- Cultivated client and vendor loyalty by proactively reaching out with follow-ups and status updates.
- Reported on daily office activities to help managers stay on top of dynamic conditions and make proactive decisions.
- Efficiently supervised filing, sorting and handling incoming and outgoing mail.
- Tracked records, filed documents and maintained communication between clients to manage office activities.

Purchases Representative – ABID ALHABASHI .CO(May 2019)

- Purchasing and updating project materials, updating the quality of prices and materials, and good communication with producers and sellers
- Promoted superior customer experiences by leveraging understanding of color, trends, styles, benefits and product value perception.
- Reduced production downtime by overseeing quality control and assembly.
- Maintained effective and lasting vendor relationships through dynamic communication, collaboration and intelligent questioning skills.
- Input data into system and recorded order updates with [Number](#)
- Reduced downtime in warehouse operations by ensuring reorders were aligned with store sales and backlog.
- Promoted superior customer experiences by leveraging understanding of color, trends, styles, benefits and product value perception.

Warehouse Coordinator and Operations Officer- Emaar Infrastructure.CO (Nov 2017)

- Met environmentally controlled warehouse operational needs through smooth staffing and resource allocation.
- Evaluated incoming shipments for quality issues and processed unacceptable materials for return.
- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
- Maintained established levels of goods based on sales forecasts and demand to fulfill orders on time.

Projects Coordinator. - MASCO Company (Nov. 2015)

- Full coordination between different project units
- Complete paperwork, identify discrepancies and immediately address them to resolve.
- Drive operational improvements that have resulted in savings and improved profit margins.
- Develop team communications and meeting information.
- [number of] calls were handled daily to address customer inquiries and concerns.

Education summary:

Bachelor of Economics and Social Studies / Juba. U - Sudan. College of Social and Economic Studies

Field of Study: Economic and Social Studies

Post-graduate of Social and Anthropology / Juba. U – Sudan College of Economic And Social Studies

Field of Study: Economic and Social Studies

Accomplishments:

- PROJECT MATERIALS PRICING
- COMMUNICATION WITH FACTORY
- Accountant & Cashier
- Write Daily Restriction
- Liquidation of The Financial Covenant
- Cash Collection
- Projects Coordinator
- Work follow Daily
- Follow up input and output work
- Writing daily report
- Contact with suppliers and customers
- Send daily reports via email
- Warehouse Administrator
- Good storage of materials and tools
- Follow the security and safety plan at work
- Follow the accounting program at work
- Operation and Transportation Officer
- Follow the organizational program of the company
- Receiving and delivery
- Distribution of vehicles and equipment