# Mostafa Matter Riyadh, Saudi Arabia.

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**CAREER OBJECTIVES:**

Seeking for top financial position in a reputable, major, and leading company to apply my experiences and enjoy my work has direct impact on the company success, growth, and development.

# WORK EXPERIENCE;

## Nov 2021–present: Finance Manager – Systematic Control Contacting Co - Al Khobar, Saudi Arabia

**Main Responsibilities:**

* + Manage cash Flow and prepare cash flow projections and cash flow Budget.
  + Manage bank relations, finance facilities, LC, LG agreements.
  + Review and develop Policies and procedures for the group.
  + Preparing monthly, quarterly and annual financial reports.
  + Compare real results with budget and analyze the variation reasons.

## March2014–March2021: Group Chief Accountant – Taj Holding Group- Riyadh, Saudi Arabia

The group has 8 companies:

* + TAJ HOLDING: Investment
  + NUDHUM ALOULA: Integrated systems (supply, install and maintenance)
  + SUMMIT HELICOPTER: Supplying spare parts.
  + NOON Ltd CO.: 5 Restaurants.
  + ARABAIAN HOUSING & BUILDING: Construction (building and design).
  + AXIS CREATIVE Co.: Designing websites.
  + MIDDLE EAST GATEWAY CO: Manufacturing panel board.
  + KARIM PLASTIC CO. LTD: Manufacturing plastic.

**Main Responsibilities:**

* + Manage cash Flow and prepare cash flow projections and cash flow Budget.
  + Prepare VAT & ZAKAT reports.
  + Review trail balance, and preparing monthly, quarterly and annual financial reports.
  + Manage bank relations, finance facilities, LC, LG agreements.
  + Supervision of all finance and accounting activities, which including approving journal vouchers, approving all ledger accounts.
  + Manage accounting functions, financial systems, and work to continuously updated.
  + AR, AP & Revenue management &analysis.

## Jan. 2013-Feb2014: Chief Accountant – Tasheed Almarafiq Contracting Co. - Riyadh, Saudi Arabia.

.The Company is specialized in constructions, reporting to the Finance Manager.

**Main Responsibilities:**

* + Manage cash Flow and prepare cash flow projections and cash flow Budget.
  + Review trail balance, and preparing monthly, quarterly and annual financial reports.
  + Manage bank relations, finance facilities, LC, LG agreements.
  + Supervision of all finance and accounting activities, which including approving journal

vouchers, approving all ledger accounts.

* + Manage accounting functions, financial systems and work to be continuously updated.

## Nov.2005- Dec.2012: Chief accountant – Advanced Systems Co. - Riyadh, Saudi Arabia.

The company is specialized in Trading & Maintenance for medical equipment, reporting to the Finance Manager.

**Main Responsibilities: -**

* + Manage cash Flow and prepare cash flow projections and cash flow Budget.
  + Review trail balance, and preparing monthly, quarterly and annual financial reports.
  + Comparing actual results with the budget and doing the deviation analysis and differences.
  + Manage bank relations, finance facilities, LC, LG agreements.
  + Supervision of all finance and accounting activities, which including approving journal vouchers, approving all ledger accounts.
  + Review and develop general accounting policies and procedures, financial forms, and the documentary cycle.
  + Manage accounting functions, financial systems, and work to be continuously updated.

## Oct. 2000 - Oct. 2005: Accountant - Al-Wedam Medical Center - Riyadh, Saudi Arabia.

**Main Responsibilities: -**

* + Bookkeeping all journal vouchers.
  + Prepare bank, supplier, and customer reconciliation.

# EDUCATION: -

UNIVERSITY: Helwan University, Cairo, Egypt.

FACULTY: Faculty of Commerce and Business Administration. GRADUATION DATE & DEGREE: May 1999, Good.

MAJOR : Accounting.

# Certificates , Courses & Training

**VAT Specialist Certificate**

English courses at “THE DEFENCE LANGUAGEINSTITUTE" Computer courses in Microsoft office (Excel & Word).