




# MOHAMMED MOUNIER

ACCOUNTANT

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 7<sup>th</sup>. Ubai Bin Qais Street ibn  
Khalidun, Dammam

## SKILLS

Problem Solving

Adaptability

Collaboration

Strong Work Ethic

Time Management

Critical Thinking

Handling Pressure

## EDUCATION

### **B.Sc. / HONOURS IN ACCOUNTING**

ELNEELAIN UNIVERSITY,  
KHARTOUM

2005 - 2010

## RESUME OBJECTIVE

An accountant with more than 10 years of experience in the field of accounting and its various departments, preparing enterprise reports, and maintaining the highest levels of confidentiality. I have a B.Sc. in Accounting and Experience in Microsoft Excel. I look forward to utilizing my knowledge and experience in an accountant role to develop from my skills and those of others.

## EXPERIENCE

### FINANCIAL ACCOUNTANT

*Inmaa Al-Bilad Contracting Company, Dammam, SA / April 2018 - until now*

- A general accountant, recording journal entries, following up on suppliers and clients' accounts, and following up on employees' financial covenant accounts. Review and audit purchase invoices. Preparing and processing periodic accounts and value-added tax reports
- Preparing sales price offers, following up procedures for signing contracts, following up on customer accounts, and issuing invoices for extracts
- Maintaining the utmost confidentiality when dealing with sensitive topics
- Manage travel and expense reports for department team members
- Preparing, processing, and reviewing the salaries of employees and approving them from the administration and including them on the bank account for payment

### FINANCIAL ACCOUNTANT

*GULF GATEWAYS GENERAL CONTRACTING, KHOBAR, SA / September 2016 – APRIL 2018*

- An accountant responsible for the establishment's accounts, entering the daily entries on time, preparing reports for banks, clients and suppliers, settling their accounts and matching their balances.
- Follow up on the accounts of suppliers and customers and make periodic settlements to their accounts and settle their claims
- Purchasing and maintaining inventories of office supplies, and ensuring that budgeting practices are always adhered to
- Preparing and processing employees' salaries and paying them on time

### ACCOUNTANT

*KHARTOUM STATE WATER CO, KHARTOUM, SD / June 2005 – August 2016*

- GENERAL ACCOUNTANT
- Preparing and processing employees' salaries and paying them on time
- Treasury accountant receiving, depositing, exchanging and recording in the bank assistant's journal
- Sales accountant, follow up clients' accounts, issue their monthly bills, and follow up the payment process