



Mohammed Khalid Omer

Accounting Manager

Trustworthy, and business partner-oriented with 10+ years of professional and practical experience in all fields of management and financial accounting. Extensive experience with Design and implementation of best practices for business and accounting cycles that helped to maximize control, integration between departments, and using resources efficiently and effectively.

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📍 Dammam, Saudi Arabia

📅 25 May, 1988

🌐 Egyptian

🌐 [linkedin.com/in/mohamed-khalid-0ab732a4](https://www.linkedin.com/in/mohamed-khalid-0ab732a4)

TECHNICAL SKILLS

Financial Accounting

Financial statements reports , Periodic Financial Closure, Tax Authority, Audit, IFRS, Bank, Account Payable & Receivables

Management accounting

Monthly Closing, Business Reporting & analyzing, Cost accounting, Payroll, Data visualization, Cash Management, System Compliance, Forecasting & budgeting

Administration skills

Board Meetings, Business Governance, Feasibility study, Departments integration, Legal and Admin Guidance, Staff Affairs, Risk & Resources management

Computer Applications

Microsoft Office (Word, Excel, PowerPoint, Access), General Ledger, JD Edward Oracle, Bright ERP, Trio365, Microtec, Peach tree, Quickbooks, SQL, Systems admin, Database

PROFESSIONAL EXPERIENCE

Finance and Administration Manager Gulf Medical Centers

02/2020 - Present

Dammam, Saudi Arabia

Startup Closed Joint - Stock Company (Specialized Polyclinic Complex)

Achievements/Tasks

- Designed and implemented their first accounting system, operation software, company policy, Legal Procedures (Zakat & VAT & online banking), and integration between other departments.
- Managing and Recording all company financial and accounting Transaction, payroll, all financial & KPI reports.
- successfully decreased 25% of company cost and define departments' targets and scenarios plans for its success.
- Successfully manage cash flow with a tight budget and eliminated all prior fines applied from zakat authority.
- Lead financial Presentation within periodic and Board meetings by plans for available cut-cost options, operation strategies, business growth.

Financial Controller 8*

Head Office of Abdullatif Al-Arfaj & Brothers Holding Co. [🔗](#)

01/2012 - 02/2020

Al Ahsa, Saudi Arabia

Head office of Al Arfaj holding Group. of 7 sister companies in different fields

Achievements/Tasks

- Managed, developed, recorded, created and implemented its books from A to Z on two ERP systems bright and Oracle JD Edward.
- Successfully managed alone this company that had an annual budget of over 12 M and over 50 Employees.
- Maintained and recorded all accounting processes (GL, Bank, Receivables, Payable, bank, Payroll, Investment, fixed assets, Partners accounts, Closing, Tax, Reporting, Budget, Auditing).
- Audit and maintain integrations between other departments and affiliated companies.
- Monitored and developed a way to 100% control mega petty cash of assets and iqama & passport expenses of all Group employees over 1500 employees and 6 M annually.
- Prepared all periodic and non-periodic financial reports and KPI for all Business aspects with recommendations. submit them directly to CFO and CEO.

PROFESSIONAL EXPERIENCE

AP/GL Manager /Senior accountant 2*

Saudi Aircon contracting co. branch of Abdullatif Al-Arfaj& Brothers Holding Co. [🔗](#)

01/2017 - 02/2020

Al Ahsa, Saudi Arabia

Saudi Aircon Head Office (HVAC and Electromechanical Contracting Company) have Projects over 1 billion and 1000+ Employees

Achievements/Tasks

- Managed and developed account payable department and its various payment methods (LC, transfers, cheques) of over 300 Suppliers and 600 M Transactions annually.
- Participated in annual closing and fully managed current year annual closing on behalf of chief accountant that had a budget of over 500 M.
- Prepared and led monthly closing, financial reports (statements, projects, departments)and their analysis with recommendations to CFO.
- Maintained and developed fixed asset management, tax reports, payroll reconciliations, cost allocation, various settlement.
- Led a department and provided guidance to a team of 10 members, trained 3 fresh employees.
- Led the process of implementing the financial model in ERP JD Edward oracle and IFRS standards.

General accountant 6*

Saudi Aircon contracting co. branch of Abdullatif Al-Arfaj& Brothers Holding Co.

01/2012 - 01/2017

Al Ahsa, Saudi Arabia

Saudi Aircon Head Office (HVAC and Electromechanical Contracting Company) have Projects over 1 billion and Over 1000 Employees

Achievements/Tasks

- Led process of implementing and all opening entries on Bright ERP system.
- Involved in managing and recording bank facilities, loans, LC and LG cycle, and bank transfers and cheques.
- Managed and controlled petty cash, cash and fixed assets management.
- Audited inventory issuance and monitored periodic physical counting process.
- Prepared all financial reports related to business besides their analysis and recommendations.

General Accountant

GSTIC Group

08/2011 - 01/2012

Al-Qateif, Saudi Arabia

It has 3 division 1- Factory for Manufacturing detergents 2- Heavy equipment spare parts 3- Chemical Services

Achievements/Tasks

- Have been promoted to manage the accounting department after only 2 months on the job.
- Responsible for all accounting activities for all 3 different divisions of the company include Invoicing, recording its entries, prepare all payments and online bank transfers.
- Control a sales system integrated with inventory and prepare a daily and monthly Financial reports (Aging & financial)
- Update their peach tree system by all old &new entries that help to follow accounting principles and cost control.

Accountant

Audit Office for Legal Accountant

07/2008 - 07/2009

Egypt

Achievements/Tasks

- Help to organize and plan the steps to conduct the audit.
- Audit company consists of detailed reviews, examinations, and assessments of accounting systems, internal controls, and financial transactions.
- Check receipts and backup documents and do the data entry for reports presented to stakeholders or upper management.

EDUCATION

Bachelor of Accounting and Finance (English Section)

Zagazig University

09/2005 - 05/2009

Good

LANGUAGES

Arabic



English



COURSES

CMA Part 1 (Self study) (01/2016 - 03/2016)

IMA

Financial Analyst (Online course) (01/2018 - 03/2018)

Udemy

Data analyst (Online Course) (02/2018 - 06/2018)

One Million Arab Coders - Udacity

Peach tree & Quick books Systems (06/2009 - 09/2009)

Conference/Issuer of the certificate

JD Edward Oracle System (01/2017 - 04/2017)

Al Falak Co.

Others online (Forecasting ,Advance Excel,etc)
(07/2018 - 01/2019)

Linkedin

SOFT SKILLS

Analytical & Strategic Thinking

Teamwork

Leadership

Verbal & Written communication

Detail Oriented

Planning

Time management

Critical Thinking

Responsibility

Problem-solving

Emotional intelligence

Stress management

INTERESTS



Artificial intelligence



Economy



Science



Reading



Footable & GYM



Games