

MUSTAFA MOHAMMED ALKASSAR

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EXECUTIVE SUMMARY

Snapshot: **Dynamic, proactive, committed, focused, results-oriented and a charismatic leader**, with more than 15 years of insightful experience in building transferable skills, **planning, organizing, leading and controlling** the accounting cycle. Possessing sound understanding of **Finance & Accounts, Business Strategy & Expansion, Compliance, Corporate Governance, Internal Auditing, Business management** and **Excellent exposure** in heading finance functions involving determining financial objectives, developing & implementing policies & procedures to facilitate internal financial control; expertise in generating, analyzing & cascading financial information to making facilitate wise financial decision.

Seeking for a job is relevant to my experience and qualifications to be an added value in the organization and contribute a strong leadership plus to the interpersonal skills. As well as a highly applicable experience in the management, capacity to obtain a challenging position that would utilize my abilities and educational background to achieve the career goals.

PROFESSIONAL DEVELOPMENT

Certification Courses Attended:

- Certified manager **CM**, Institute of Certified Professional Managers
- Chartered business administrator **CBA**,
- Management accountant **CMA**, Institute of Management Accountants
- Financial consultant **CFC**, Institute of Financial Consultants
- Accountant technician **CAT**, Certified of Accounting Technicians

Training Attended:

- International Financial Reporting Standards **IFRS, Ernst & Young, KSA, 2012**
- **ERP** (Enterprise Resource Planning): Qualified user for **SAP, Oracle, Odoo, Focus & BAAN** as a professional friendly user for the worldwide and international integrated programs, Microsoft offices as well.
- Basic knowledge about the programming languages, operating systems, Databases, tools and IT hardware as well.
- The problem solving & decision-making.
- The creativity in the work environment.
- The supervision & developing skills.
- The negotiation skills & planning.
- Digital Transformation in Financial Services.
- Blockchain in Financial Services.

Career Description:

- Planning, Auditing, managing taxes, Budgeting, obtaining funds, funds management, collecting funds and advising top management on financial matters.
- Make recommendations to top executives regarding strategies for improving the financial strength of the company.
- Control over cash flow and make balanced scale between cash in and cash out.
- Analyze the short-term and long-term money flows to and from the company.
- Establish the capital, cash and operating budget.
- Obtain a line of credit by opening bank facilities channels such as a letter of credit and a letter of guarantee.
- Managing the risk by reducing the risk and avoid the risk.
- Setting the internal control systems are matching with the policy of the company and the nature

of the business.

- Develop budgets and supervise how financial resources are allocated in the company.
- Supervises and controls the general accounting operations, developing effective standards and systems while ensuring strict compliance with IFRS, laws, rules, policies and procedures. Ensures that financial and accounting information is accurate and produced on time.
- Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash.
- Monitor the day-to-day accounting process and ensure all the postings are completed on time. Maintain the SL/GL and ensure all the control accounts are reconciled and tallied.
- Verify recorded journal vouchers and ensure entries are booked under appropriate accounting head for all company transactions.
- Ensure all reconciliation including cash and banks are completed on time and pass necessary adjustments entries.
- Prepare and consolidate financial statements such as the Trial Balance, Profit and Loss statement and Balance Sheet.
- Provide analysis and advice to the Senior Managers - Operations on the potential implications of proposed changes in accounting rules / policies and legislation / government rules.
- Initiate the FA verification as per the company policy. Monitor all the CAPEX procurement and ensure the same is within the company budgets/policy.
- Maintain all the records of Asset Disposal and ensure necessary entries are passed.
- Analyze actual manufacturing expenses and prepare periodic reports comparing standard costs to actual production costs.
- Maintain accurate and up to date records of all financial transactions and present report of the same to the Senior Managers - Finance whenever required.
- Ensure monthly closings of the financial books are done as per the scheduled timeline and submit the report to the Senior Managers - Finance.
- Partners with the accounts and finance in the development and updating of Process Chart as well as Procedures & Policies Manual concerning this function and area of responsibilities and ensure implementation of departmental policies, performance measures and systems and procedures.
- In conjunction with the Senior Finance Manager, develop insurance policy and plans to ensure adequate coverage of risk to protect the assets of the company. Send monthly declaration to Insurance companies to cover all assets.
- Partner with function heads across the whole organization to ensure risks associated with the production of the annual report and accounts are identified and managed accordingly. Prepare the official annual report of actual revenues, transfers and expenses.
- Ensures all team members in the Finance Department and organization as a whole are kept abreast of any significant implications arising from changes in accounting rules/ tax regulation and other local laws.
- Ensure all the compliance with respect to VAT, WHT Tax and Zakat and requirements and necessary returns are filed on time. Ensuring all the tax liabilities is paid well before the stipulated time period and there is no violation.
- Ensures all regular and special financial reports are circulated to shareholders for their consideration.
- Liaise with the external & internal Auditors to facilitate completion of statutory audits as per agreed schedules and ensure all recommendations and findings identified by audit are acted upon promptly with necessary action implemented.
- Coordinate with the external/internal legal connects on all the litigations and closely monitor /follow up the status of all legal cases & dispute cases and report to Senior Managers - Operations regularly.
- Ensure the credit control is strictly followed and customer accounts are serviced strictly on the norms.
- Ensure strict adherence to the credit control and customer accounts are monitored.
- Release all the payments to vendors on time and all the accounts are reconciled monitored.
- Ensure that all records and documents are up to date, true & correct and have full traceability at all times and that all processes, procedures & activities meet and match those laid down under company ISO and management procedures.
- Establish effective working relationships with banks and financial institutions to pursue and negotiate the securing of loan, overdraft, guarantee, foreign exchange and other financial

facilities at the most competitive rates for cost benefit.

- Review the Account Payables aging and ensure the payments are released on time and direct the payable function.
- Ensure all the payments are cross checked and put up for approval.
- Ensure all the documents pertaining to the vendor payments are updated and cross checked.
- Manage the effective achievement of team objectives through setting individual objectives, managing performance, developing & training staff and providing formal and informal feedback in order to maximize overall performance and team motivation.
- Coordinate with external auditors for annual financial audit and complete the audit on time.
- Coordinate with internal auditors and oversee the completion internal audit and submission or responses to the audit observations and recommendations.
- Manage the effective achievement of team objectives through setting individual objectives, managing performance, developing & training staff and providing formal and informal feedback in order to maximize overall performance and team motivation.

PROFESSIONAL EXPERIENCE

Environmental Testing & Laboratories Co. Ltd - Finance Manager	June 2019 – May 2020
Saudi Arabian Fabricated Metals Industry Co. Ltd - Accounts Assistant	Oct 2015 – May 2019
Al-YSUR for Industrial contracting, International - Chief Accounts	Mar 2012 – Sep 2015
NESMA Trading Co.- Chief Accountant	Nov 2007 - Feb 2012
Metal services for Trading & Contracting – General Accountant	Mar 2006 – June 2007
Pirelli tires, Italian Co. – General Accountant	Oct 2004 - Feb 2006

Education

Bachelor's in **Accounting**, King Saud University