

# SHAMSUDDIN MOHAMMAD



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## Professional summary

I bring with me a keen ability to manage accounts and remove any discrepancies. Budgeting and analysis are my forte and i am quite familiar with the major financial application and software used in the industry. team work and meticulousness help me solve problems easily.

## Work history

**ACCOUNTANT**, 02/2014 - Current

**Contracting Company & Transportation Co.** DAMMAM, Saudi Arabia

- Organized and carried out efficient month-end, quarterly and year-end processes.
- Resolved invoice coding and tracked recurring expenses for accrual entry.
- Processed payroll and calculated deductions by accurately using SAP to secure payment traceability.
- Trained new employees on accounting principles and company procedures.
- Created quarterly and yearly balance sheets to track financial trends and performance.
- Analyzed monthly balance sheet accounts for corporate reporting.
- Partnered with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines.
- Analyzed budgets and financial projections for accurate reporting of company performance.
- Prepared VAT and income tax forms for commercial and individual clients.
- Cooperated with senior leaders to create operating budgets and initiate financial planning.
- Maintained integrity of general ledger, including chart of accounts.
- Generated invoices based on established accounts receivable schedules and terms.
- Monitored and reviewed financial controls, processes and procedures to enable best practice development.
- Maintained compliance by developing and drafting financial policies and controls.
- Identified improvement changes regarding key processes for internal controls and accounting procedures.
- Delivered training and development to junior finance employees for progression and best practice improvements.
- Maintained responsibility of credit control to achieve debtor day targets.
- Developed and administered annual budgets following periods of strong analysis and research.
- Set up and negotiated contracts to obtain favorable pricing and delivery structures.
- Built relationships with vendors to negotiate ideal terms for purchases.
- Sourced new vendors and suppliers to boost product offerings and increase profit margins at each store location.

## Skills

- Reporting and documentation
- Financial reporting and analysis
- Financial analysis
- Financial policy creation
- Advanced QuickBooks knowledge
- Sales and purchase ledgers
- Written communication
- Balance sheet reconciliations
- Inspiring team leadership
- Corporate compliance
- Financial governance
- VAT returns
- Management accounting
- Customer service

## Education

- June.2000 High School Passed, BUDDH VIDYAPEETH INTER COLLEGE BIRDPUR - BIR PUR
- June.2002 Munshi Passed In Arabic Farsi Board, from Jamia Darul Huda Yusuf Pur
- July.2003 Kamil Passed, JAMIA DARUL HUDA - YUSUF PUR
- August.2004 Intermediate Passed, JAWAHAR LAL NEHRU INTER COLLEGE - DULHA
- July.2007 Bachelor of Arts, ENGLISH, BUDHA VIDHYAPITH DEGREE COLLEGE - SIDDHATH NAGAR.
- September.2008 Diploma of Higher Education, ACCOUNTING, RAMA TECHNICAL DEGREE COLLEGE - GORAKH PUR

## Languages:

**English, Urdu, Arabic, Hindi:** Native language: Urdu & hindi

## Personal Information:

Date of Birth: 01-01-1984  
Sex: Male  
Marital Status: Married  
Passport Number: T8968549  
DATE OF EXPIRY: 15-09-2029