

Curriculum Vitae
Sadig Mohammad Alfadel

(Finance / Accounting)



PERSONAL INFORMATION:

National ID: 1028142584
Mobile: 966 55 433 6561
E-mail: sadig.alfadel@hotmail.com
Nationality: Saudi Arabia

SUMMARY:

Finance and Accounting professional with +10 years of success in Financial and Accounting reporting. Consistently meets deadlines, resolve discrepancies, and increase company productivity through analyzing details and implement the policies and the strategies of the company.

PROFESSIONAL EXPERIENCE:

1. Aljabr Finance Co. (Dec. 2019 – Current)

Job Title: Treasury & Reports Supervisor

Location: Dammam, Saudi

Current Responsibilities:

- P & L / Cashflow Reports Preparation.
- Obtaining Bank Facilities and issuance of All types of Guarantees and ensure its validity.
- Recommend Financial Actions by Analyzing accounting options.
- Summarize Current Financial Status.
- Guide Accounting Clerical Staff.
- Produce Error-Free Accounting Reports and Present their Results.
- Reconcile Financial Discrepancies.
- Support month-End and Year-End Closing Process.
- Efficient Communication with Managers and/or Directors.
- Accounts Receivable & Payable Transactions & Reconciliations.
- Bank Reconciliations.
- Banks General Relationships.

2. GULF Tyre & Rubber Holding Co. (April 2019 – Nov. 2019)

Job Title: Internal auditor

Location: Khobar, Saudi

Responsibilities:

- Implement and Develop the Internal Control System.
- Review and Update Company Internal Procedures Policy.
- Participate in the Annual Audit Plan Preparation.
- Perform audits as per the audit plan such as A/P, A/R, and Inventory & Operations.
- Conduct special audit as per management request.
- VAT Return Preparation.

3. DRAGADOS GULF CONSTRUCTION COMPANY (*Jan. 2014 – Dec, 2018*)

Job Title: *Senior Accountant*

Location: *Khobar, Saudi*

Responsibilities:

- **Treasury Officer:** Forecast cash flow positions and related borrowing needs, ensure availability of funds to meet ongoing operations, Issue and Cancel Guarantees, Buy and Sell Foreign Currency.
- **Bank Relationship Officer:** Maintain relationships for all Banking transactions such as Facilities and financial transactions and issuance of Guarantees and Bonds and its validity.
- **GAZT & VAT Relationship:** Communicate and follow up with all demands and requirements requested by GAZT, as well as uploading the monthly VAT report to GAZT Website and processing the payments and obtain the related certificates.
- **Payroll:** Review the payroll sheet and ensure all salaries are correctly calculated and all additions and deductions are applied, and process the payroll payment.
- **Account Payable:** Review, verify and process all supplier invoices and ensure all invoices are corresponding to the related P.Os.
- **Accounts Receivable:** Send and upload the receivable invoices to the clients Portal and follow up with collection, as well as preparing the aging report.
- **Prepare Suppliers & Bank Reconciliation.**

4. SAUDI RESEARCH & MARKETING GROUP - (*Sept. 2011 – Dec 2013*)

Job Title: *Internal Auditor*

Location: *Riyadh, Saudi*

Responsibilities:

- Review and audit the Internal Control System, audit Operations, Issue Reports, and Provide Recommendations to the Management.
- Review the Risk Assessment. Execute Internal Audits, and Ensure Proper Review of Audit Working Paper, Files, and Other Records. Prepare Draft Internal Audit Reports, and Conduct Special Investigation Audits Allocated by the IAM.
- Engage in Audit Plan Preparation.

5. DELOITTE AND TOUCHE (*Sept, 2010 –Jul, 2011*)

Job Title: *Junior Auditor*

Location: *Riyadh, Saudi*

EDUCATION:

1. Montana Tech of the University of Montana (*Aug, 2007 – Dec, 2009*)

Qualification: **Bachelor Degree**
Major(s): **Accounting & Management**
Location: Butte, MT
Country: United States
GPA: **3.06 out of 4**

2. College of Technology (*Jan, 2002 – Jun, 2004*)

Qualification: **Diploma**
Major: **Marketing**
Location: Dammam, Saudi Arabia
GPA: **3.7 out of 5**

LANGUAGES & SKILLS:

- Excellent Command over Oral and Written English.
- Outstanding Communication and Strong Interpersonal Skills.
- Supervisory and Leadership Skills.
- Data Analysis & Reports Preparation.
- Handling Accounting Transactions and Management Tasks.
- Excellent PC Skills including MS Office Package (Word, Excel, PowerPoint and Outlook)
- Ability to Perform Work under Pressure and Meet Deadlines.
- Capable of Handling Multiple Tasks.

COURSES & TRAINING:

- Anti-Money Laundering Course.
- Advance Excel Training Program.
- Principles of Financial Accounting Course - General Framework of Accounting.

WORK PREFERENCES:

- | | |
|---------------------------|---|
| • Availability | One Month Notice. |
| • Desired Job Type | <i>Accounting, Finance, Management and Audit</i> |
| • Highest Education Level | <i>Bachelor Degree in Accounting & Management</i> |
| • Current Location | <i>Khobar, Kingdom of Saudi Arabia</i> |