

Khalil Al Mahmood

Accountant

Contact

Address

Dammam, Eastern, 31911

Phone

054-323-4828


E-mail

khal3el@hotmail.com

Skills

Expertise in MS office- Excel,
Word and Power Point

Very Good


Expertise in Accounting
Software Trio ERP

Excellent


Expertise in Accounting
Software IFS

Excellent

Tax law understanding

Very Good

Accounting principles

Excellent

Tax accounting specialization

Excellent

Account reconciliation
specialist

Very Good

Talented Senior Accountant highly effective at solving routine and critical issues across all operational levels. Specialize in commercial accounting.

Work History

2010-03 -

Senior Accountant

Current

Khusheim Holding, Dammam, Eastern

- Reconciled company accounts for employee expenses.
- Balanced accounts associated with accounts payable process.
- Used accounting software to issue tax returns.
- Trained new employees on accounting principles and company procedures.
- Monitored timely collection and application of account receivable collections.
- Managed past due balances, financial inquiries and other accounts receivable functions.
- Prepared deposits and reconciled accounts.
- Communicated with suppliers to reconcile invoice payments.
- Provided journal entries and performed accounting on accrual basis.
- Reviewed figures, postings and documents for correct entry, completeness and accuracy.
- Used accounting software to prepare weekly and monthly financial reports.
- Reconciled account information and reported figures in general ledger by comparing to bank account statement each month.
- Communicated regularly with customers regarding account questions and issues.
- Communicated and resolved disputes with clients regarding outstanding invoices, payments and adjustments.
- Monitored status of accounts receivable and payable to facilitate prompt processing.

Education

2004-09 -

Diploma: Commercial Accounting

