

MOHAMMED EL-SAYED ABDRABOH

Work: Finance Manger
Religion: Muslim
Nationality: Egyptian
Birth Date: 26 / 11 / 1966
Marital Status: Married
Military Service: Completed
Home: Eastern Province of Saudi Arabia
Mobile : +966 505 22 0405
Email: mohdabdraboh@hotmail.com

OBJECTIVE

I'm seeking an opportunity that fulfills my ambitions in enhancing my personnel qualifications, gain experiences, improve my skills and allowing the opportunity to more practices being in a good career.

HIGHER EDUCATION

Bachelor of Commerce (1988)

Faculty of Commerce, Mansoura University, Egypt.

PROFESSIONAL TRAINING

- Computer Course specialized in Accounting with Microsoft Office (1989)
- Computer Accounting Programs: Orion - AlMutakamel - Smack - Aswaq - NSD

WORK EXPERIENCE

Finance Manger

May 2017 - till
now

Gulf Salt closed Joint Stock co. - DAMMAM, SAUDI ARABIA

Key role

Develop, manage and govern the financial and accounting functions throughout company

Summarized

Lead and manage the department to achieve company strategic financial goals

Formulate financial strategy and develop budget of company for the financial year

Ensure that the department strategy is properly communicated across all departments

Establish and enforce appropriate financial policies and procedures at company to ensure the standardization of financial practices across the organization

Ensure compliance with local and international financial and budgetary laws and regulations

Establish and enforce financial controls at company

Monitor the financial performance of all departments

Instigate the business plan process via presentation to the senior management team and prepare documentation for collating all the necessary information pertaining to budget requirements, manpower planning and corporate objectives, for the purpose of preparing the business plan

Monitor the management of daily cash, liquidity and cash flow projections to determine the optimum use of funds, suggest alternative ways if necessary

Analyze cash flow, cost controls, and expenses to guide business leaders

Analyze financial statements to pinpoint potential weak areas

Supervise the accounting and financial activities

Manage relationship with banks and monitor account balances

Provide a source of expertise and advice to managers and staff on financial issues

Monitor work of Finance and Accounting employees; provide feedback and lead recruitment, performance management, career management and personnel development

Provide regular reports to the Director of Business Support analyzing company business performance

Create, coordinate and evaluate the financial supporting information systems to include budgeting, tax planning and conservation of assets

Approve and coordinate changes and improvements in financial management information systems

Supervise the relationship between the Finance and Accounting Units with the External Auditors

Oversee the approval and processing of revenue, expenditure, and position control documents, department budgets, mass salary updates, ledger, and account maintenance and data entry

Coordinate the preparation of financial statements, and reports

Establish and maintain appropriate internal control safeguards

Interact with other managers to provide consultative support to planning initiatives through financial and management information analyses, reports and recommendations

Ensure records systems are maintained in accordance with generally accepted auditing standards

May perform other related duties to meet the ongoing organizational needs

- **Finance Manager** Jan 2010 - apr.2017

Abdulla Nasser Alkhafra co. - DAMMAM, SAUDI ARABIA

- Inventory control and warehouse handling and implemented a crystal-clear inventory system in tandem with the store's Manager, which eventually helped in monitoring the inventory system.
- Involved in planning Company's Financial Budget and helps in Raw Material Budget preparation in tandem with Purchase Manager.
- Identifying and managing the organization's key external business partner relationships.
- Was involved in developing a 'value driven investment model' for new prospects.
- Hands on Experience in preparing Customs Import Permit for Raw Materials from concerned Government Ministries such as Ministry of Interior, Ministry of Industry and Ministry of Health.
- Helping Purchase Department for obtaining special permit for items coming under Hazardous category.
- Liaising with Customs Clearing agent for the timely release of Raw Materials.
- Hands on experience in ERP software and the key member for implementing ERP software in Credit Control Department and Finance Departments.

- **Internal Auditor**

Jan 2006 - Dec
2009

SAUDI PAINT COMPANY LTD. - RIYADH, SAUDI ARABIA

- Review the assigned organizational and functional activities for Internal Audit.
- Evaluate the adequacy and effectiveness of the management controls.
- Evaluate the performance of organizational units if the planning, accounting, custodial, risk management, or control activities are in compliance with management instructions, applicable statements of policy and procedures, and in a manner consistent with both organizational objectives and high standards of administrative practice.
- Perform Finance Audit, Operations Audit, Compliance Audit and Risk management.
- Plan and execute engagements in accordance with accepted Audit standards.
- Report engagement observations, make recommendations for correcting unsatisfactory conditions, improving operations, and reducing cost.
- Perform special reviews at the request of management.

- **Credit and Collections Manager**

Jan 2001 - Dec
2005

SAUDI PAINT COMPANY LTD. - RIYADH, SAUDI ARABIA

- Developed strategies and successful in collecting overdue amount from the customers in liaison with the customers, Sales Managers and Sales Executives.
- Streamlined company system by assigning credit limit for each customer based on the sales volume and the customer credibility.
- Finalizing all accounting transaction in the company which is spread all over in the Kingdom of Saudi Arabia with its branches at major cities.
- Involved in Company's overseas accounting transaction.
- Hand on Experience in Inventory control and Warehouse handling and implemented a crystal-clear inventory system in tandem with the Stores Manager, which eventually helped in monitoring the inventory system.
- Involved in planning Company's Financial Budget and also helps in Raw Material Budget preparation in tandem with Purchase Manager.
- Identifying and managing the organization's key external business partner relationships.
- Was involved in developing a 'value driven investment model' for new prospects.

- **Chief Accountant**

Jan 1997 - Dec
2000

SAUDI PAINT COMPANY LTD. - RIYADH, SAUDI ARABIA

- Accountant May 1992 - Dec 1996
SAUDI PAINT COMPANY LTD. - RIYADH, SAUDI ARABIA

- Accountant May 1990 - Dec 1992
EGYTIAN DIARY CO. FOR MILIK & ALIED PRODUCTS - EGYPT
 - Learned the basics of professional Accounting and the company helped me to build the professional skills with my Academics knowledge.

PERSONAL SKILLS

- I have this unique ability to get along with most people I meet.
- I am a team player.
- I have an analytical mind.
- I have excellent communication skills, both written and verbal.
- I can work under pressure.
- I am focused and goal oriented.
- I can take a task from concept to finish.

REFERENCES

References Available upon request.
