

# MOSTAFA S. ABDEL-WAHID

Dammam Saudi Arabia

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## **Personal information:**

**Full name:** Mostafa Salah Younis Abdel-Wahid

**Date of birth:** 5<sup>th</sup> August 1990

**Marital status:** married

## **Objective:**

Seeking a responsible accounting position with a reputable company.

## **PROFILE SUMMARY:**

- Highly motivated, deadline-committed, goal-driven accountant with seven years of experience in Saudi Arabia, Dammam and three years of former experience in Egypt.
- Proven track record of excellence.
- Some of my core skills include taxation, regulatory compliance, budgeting and forecasting
- Supervised internal and external audit.
- Adept at analytics and in-depth reporting service.
- An engaging team-player who also acts as a motivator.

## **Work Experience:**

**June 2014- Date:**

**Nebras company for general contracting:**

Accounting manager holding variety of duties for example and not as a limitation:

- Budget preparation, inserting journal entries, clearing cash advances, bank transactions and zakat returns, and wages protection system.
- prepare tax schedules
- analyze and interpret financial reports and records.
- present all monthly and year-end financial reports
- prepare monthly account reconciliations.
- review and verify accuracy of reported data
- Classification of contractors and tenders through offer and pricing, dealing with government organizations and ministries, and management of government websites and their e-services by register and follow up and so on.
- Manage all staff affairs from creating files, preparing contracts and timesheets, etc.
- All administrative, office and secretary work.
- prepare for and coordinate internal and external audit processes

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- Preparing opening balances for institutions and companies via electronic accounting system and scheduling them into the accurate accounting tab.
- Heavy equipment rental to companies and follow-up their bills accounts and drivers, etc.
- Obtaining Aramco drivers' licenses- applying, follow- up, and testing.
- Fluent in speaking and writing English to communicate with companies.
- Obtaining (ISO) quality certificate in several domains such as (Health & Safety management- Environmental Management - Quality Management).

## **2012- 2014:**

### **Trained and worked at an audit office.**

Obtained account training followed by working as an accountant.

## **2011-2012:**

Joined military service.

## **EDUCATION & PROFESSIONAL TRAINING:**

### **May 2011:**

Ba. In Accountancy Tanta university- Arab Republic of Egypt.

## **Core Competencies:**

- Leadership - Time Management- Teamwork- Saudi Labor Law- Development.
- problem analysis and resolution
- Work under stress.
- **Microsoft Office:** professional in Excel and other accounting programs.
- Dealing with different companies and nationalities.
- planning and organizing
- decision-making
- attention to details

## **LANGUAGES:**

Arabic and excellent English.

## **Reference:**

Available on request.