

Mohammed Suwayed

General Accountant

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Qatif, Saudi Arabia 📍

Senior accountant with 6 years experience in accounting and 4 years experience in other Administration rules. Looking to obtain a position which enables me to further enhance my skills.

WORK EXPERIENCE

General Accountant Old Street Company (Vicoli)

07/2018 - Present

Achievements/Tasks

- Assisted external and internal audit process and provided all necessary worksheets/data.
- Efficiently process vendor invoices and maintain up-to-date system.
- Estimate and track tax returns.
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices and statements.
- Managing accounts payable using accounting software and other programs.

Human Resource Manger Spicy Mix Restuaurants

01/2017 - 05/2018

Achievements/Tasks

- Manage the recruitment and selection process.
- Support current and future business needs through the development of human capital.
- Maintain pay plan and benefits program.
- Developing clear policies and ensuring policy awareness.

General Accountant Khalid & Ali Balhamer

05/2013 - 01/2017

Achievements/Tasks

- Bank reconciliation.
- Preparing Provisions and prepayments reports.
- Issue and process employee salaries.
- Accounts payable reconciliation.

Admin Assistant Sraco

07/2010 - 05/2013

EDUCATION

Diploma Degree, Accounting Technical And Vocational Training Corporation

08/2007 - 04/2010

SKILLS

Oracle NetSuite

Microsoft Office

Lavu POS System

Segments System

Revel System

Working Under Pressure

Teamwork

Problem Solving

Time management

CERTIFICATES

English Course (Al-Ezdihar Institute For Languages) (07/2008 - 07/2008)

40 Hours

English Course (Al-Ezdihar Institute For Languages) (04/2008 - 05/2008)

60 Hours

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Professional Working Proficiency