

MOHAMMED MURSHED ABU MADI

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OVERVIEW

accomplished Senior Accounting expert with demonstrated +20 years experience in providing exceptional service to key clients significantly increasing productivity while ensuring accurate documentation and reporting. able to handle a heavy workload through organization, Excellent communicator and presenter who works well with individuals at all levels of a corporation to help them understand, analyze and draw conclusions from financial data. Superior technical skills with the ability to integrate technology to increase accuracy and efficiency of accounting practices

EXPERIENCE

Abdullah Mohammed Abu Al Jadayel For Food Services Co

Chief Accountant

Saudi Arabia

Sep - 2023

- Ensured accurate and efficient accounting while managing all financial aspects of the daily operations
- Using Business central dynamics 365 system for all financial transactions
- preparing the monthly payments & follow up collection with sales team
- Preparing monthly the bank reconciliation
- Review the petty cash with the purchasing department
- Assisting finance manager to prepare the financial statements & external audit requirements

Allianz Saudi Fransi Cooperative Insurance Co.

Accounting Supervisor

Saudi Arabia

Aug-2009 –Dec-2022

- Ensured accurate and efficient accounting while managing all financial aspects of the daily operations.
- Created and implemented numerous systems within the financial department that significantly increased productivity, accuracy and the efficiency of accounting practices.
- Applying Insurance Management system for all transactions.
- oversaw the complex business operations including financial management of the property and maintaining financial reports
- Preparing the monthly trail balance in order to prepare the financial statements.
- Responsible for all cash disbursements, journal entries, bank reconciliations, and credit cards accounts.
- Increased efficiency of payroll management by developing a procedure for organizing and maintaining payroll records for hourly and salaried employees; maintained record of absent and tardy employees daily.
- Assisting accounts receivable with the cleanup of the customer's outstanding balances.

KSB Capital Group-Saudi Arabia

Accountant

Saudi Arabia

Jul-2007 -2009

- Working on pre-merger accounts receivable project for the CFO to make sure that the sellers were given the correct payout.
- Coordinate and resolve various issues with banks such as cleared check differences, bank fee anomalies and targeted balance calculations.
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information

Amwaj Telecommunication Factory-

Public Accountant

Saudi Arabia

Sep. 2006 – 2007

- Sourcing for the organization materials, works and services needed.
- Developed new local suppliers to support corporate globalization and to meet local content requirements.
- Monitored local and international suppliers' day to day operational activities.
- Preparation and organization of the documentary stores.

Jordanian Malaysian Factory Furniture -

Junior Accountant

Sudan

Aug- 2002 – 2006

- *Responsible for all aspects of accounting for our philanthropy division and assisting and supporting the Chief Financial Officer.*
- *Providing documentation and reports as requested and needed, including audits.*
- *Maintaining financial records by reconciling balance sheet and general ledger accounts.*

National Dairy Company

Junior Accountant

Jordan

Sep- 2001 – 2002

- *Performed detailed cost analysis, managed accounts payable, and conducted weekly financial reports.*
- *Maintained all accounting records and files, developed budget estimates, and worked on professional financial forecasts.*
- *Maintaining financial records by reconciling balance sheet and general ledger accounts.*
- *Oversee transaction and general ledger account reconciliation processes.*

Core Competencies

- *Accounts Payable*
- *Accounts Receivable*
- *Financial Statements*
- Change Management
- Account Reconciliation
- Cash Flow Projections

EDUCATION

Applied Science University, Amman, Jordan
Bachelor's degree, Accounting

Jordan,
Sep. 2001

Personal Skills

- Ability to Deal with Changes Effectively.
- Critical Thinking
- Excellent communication skills
- Time Management
- Teamwork
- Self-Motivated
- Adaptability
- Detail Oriented

Technical Skills

- MS Office Suite (Advanced)
- Emails
- Have ability work with ERP systems

Training Courses

- CMA Workshop - Kawader Al-Tanmiah Institute
- IFCE (Insurance Foundation Certificate Examination).

Personal Information

Date of Birth: June-21-1978
Marital Status: Married

Nationality: Jordanian

References

All documents available Upon request