

Deyaa Abdullatif Zamel __Chief Accountant

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Transferable Iqama : Available

A professional chief accountant with a master's degree in financial accounting, I have over 20 years of experience in the Kingdom in accounting, financial management, and cost management across the commercial, import, export, contracting, and real estate development sectors, I specialize in preparing financial statements in accordance with IFRS, I also have experience in financial analysis and KPIs to make strategic decisions that support the organization's sustainable growth. Experience in using accounting software, including designing and developing accounting manuals to efficiently manage financial operations, Experience in dealing with banks and financial institutions, Experience in following up, preparing, and submitting VAT and income tax returns, Experience in leading a team to ensure segregation of duties and achieving the highest levels of quality and accuracy in work.

Experience

Mithaq Global Contracting Company – Jeddah

October 2022 – June 2025

Head of Accounting Department

- Prepare, present, and file financial statements in accordance with International Financial Reporting Standards (IFRS) in a timely manner.
- Develop financial policies and procedures, secure management approval, and ensure full adherence and compliance across all operations.
- Establish internal control systems to enhance financial efficiency and minimize accounting errors.
- Conduct monthly expense and revenue reconciliations to provide accurate financial snapshots of business performance.
- Submit periodic financial reports and performance metrics to support departmental evaluations.
- Prepare, verify, and submit tax returns on a monthly basis within specified deadlines.
- Design and maintain the accounting manual to streamline periodic reporting and support accurate outputs.
- Manage cash inflows and outflows to maintain operational liquidity across all departments.
- Oversee accounts of customers, suppliers, banks, and funds, while developing payment and collection policies to mitigate default risk.
- Create and manage a company asset and inventory registry, ensuring classification and tabulation for continuous tracking and resource preservation.
- Participate in evaluating prospective projects via the Etimad platform by reviewing and endorsing financial documentation.
- Set up cost center tabs for projects and departments to ensure accurate reporting and data entry.
- Deliver continuous financial analysis, highlighting variances and providing strategic recommendations to management.
- Review and verify employee salaries, advances, deductions, penalties, and settlements before disbursement and system registration.

Eshraq Real Estate Development Company – Jeddah

September 2020 – October 2022

Chief Accountant

- Designed a flexible chart of accounts, improving financial report generation and reducing reporting time by 30%.
- Prepared and submitted annual financial reports and statements in accordance with international accounting standards before specified deadlines.
- Managed the financial aspects of projects, tracking costs from land acquisition to unit delivery.
- Generated project- and unit-based financial reports through cost center tracking to evaluate profitability.

- Opened and maintained customer records, tracking payments, due dates, and unit delivery schedules.
- Recorded and monitored investor activities, determining profit margins and participation rates per project.
- Selected optimal suppliers based on price, quality, convenience, and payment terms, with ongoing monthly price monitoring.
- Oversaw comprehensive preparation and review of documentation for tax refunds prior to submission.
- Reviewed contracts and expense files daily, ensuring compliance with internal policies and procedures.
- Conducted detailed financial analyses comparing estimated versus actual costs by project and unit to avoid discrepancies.
- Followed up on accounts receivable and coordinated timely collections to minimize default risks.
- Managed subcontractor compliance, ensuring contractual completion rates were met prior to issuing payments.
- Supervised the accounting team, ensuring effective task delegation and smooth daily operations.
- Developed an efficient warehouse inventory tracking system that significantly reduced material loss.
- Reviewed employee payroll files and ensured accurate entry into accounting software.

Afaaq United Contracting Company - Riyadh, Jeddah

August 2012 – September 2020

Senior accountant

- Performed daily accounting entries in the software, in line with management-approved procedures and policies.
- Managed customer and supplier accounts by auditing collections and payments to optimize and ensure smooth cash flow.
- Reviewed and settled expense accounts prior to reimbursement and accurate accounting entry.
- Executed bank transfers for salaries, settlements, suppliers, and subcontractors after obtaining necessary approvals.
- Made required adjustments before issuing the trial balance and coordinated financial statement issuance with the external auditor.
- Prepared financial and analytical reports to support strategic decision-making by management.
- Participated in the preparation and review of employee payroll and end-of-service settlements, including registration.
- Oversaw annual inventory of assets and materials, ensuring 100% accuracy and alignment with accounting records.
- Prepared and audited monthly VAT reports, managed budgets and expenses, and analyzed deviations.

Khalid Bin Muammar Trading Establishment – Riyadh

October 2005 – July 2012

General Accountant

- Prepared daily entries for purchases, sales, and expenses, along with payroll and settlement statements, ensuring accuracy and compliance.
- Conducted monthly sales analysis across branches, comparing actual figures with targets for each sales representative to determine commission disbursement.
- Monitored and reconciled accounts for suppliers, customers, banks, petty cash, and employee trust funds.
- Implemented an effective material inventory control system, resulting in a 15% reduction in material losses.
- Periodically prepared the trial balance after necessary adjustments and followed up on fixed assets and rental accounts.

Abdelwahab Accounting and Auditing Office – Egypt

July 2003 – September 2005

Trainee Accountant

- Completed practical training post-graduation on financial documentation, the accounting cycle, and client tax reporting.
- Conducted periodic site visits to clients for reviewing accounting records and tax registration documents.
- Prepared and filed tax returns on behalf of clients in alignment with regulatory requirements.

Education

Master of Financial Accounting - London College - England

2025

Bachelor of Commerce - Accounting Department - Assiut University - Egypt

2003

Training Courses & Certifications

1. A course in preparing financial statements according to international accounting standards for the IFRS exam
2. Financial Modeling and Valuation Analyst Course for FMVA Certification Exam
3. Study in Management Accounting and Financial Reporting (CMA Part 1) Riyadh
4. Advanced training course on analyzing financial data and providing strategic insights using Power BI
5. A specialized course to develop financial and administrative performance measurement (KPIs)
6. Preparing financial reports and advanced financial analysis using Excel, Riyadh
7. Odoo Training – Gain practical skills in the ERP system for managing accounts and resources

Skills & Other

Technical and Accounting Skills :

1. Preparing financial statements in accordance with International Financial Reporting Standards (IFRS)
2. Contribute to preparing estimated budgets and analyzing deviations
3. Analyze financial data and periodic reports using Power BI
4. Cost center management, VAT, and income tax
5. Proficiency in using most accounting programs and cloud ERP systems
6. Proficiency in using most platforms used in various departments
7. Advanced Microsoft Excel skills for preparing financial reports and spreadsheets

Professional Skills :

1. Lead the accounting team and develop their skills to achieve business goals while developing innovative strategies to enhance efficiency.
2. Communication skills, financial planning, risk management, and the ability to solve problems and make decisions accurately.
3. Manage vendors, control expenses, and negotiate with suppliers to ensure the best financial value.
4. Managing multidisciplinary teams and addressing challenges creatively.

Languages

Arabic : Mother Language

English : Good (on a professional level)