



Hussein Mukhtar Ali Mohammed

Financial & Accounting professional

Financial & accounting professional with over five years of experience in the Contracting, real estate and trade domain, dedicated to providing accurate financial statements & other critical financial information to those individuals who make business decisions on daily, monthly & annual basis. Superior analytical skills & Excellent communicator. Computer proficient in MS Excel, sage accpac, orine, QuickBooks, ERP systems. With a mission to be one of the best financial planning professionals within the upcoming through a complete believe that life is a continuous learning session.

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📍 Al Jubail, KSA

📅 27 October 1992

SKILLS

Interpersonal Skills

Analytical Skills

Relationship - Based Selling

ERP Systems

MS Office

Multitasking

Time Management

Verbal & Written Communication Skills

Active Listening

Data Entry

E-Commerce

WORK EXPERIENCE

Senior Accountant

Dal Arabia Cont. Co.

07/2020 – Present

Al Jubail, KSA

Dal Arabia General Contracting Est. An ISO 9001:2015, certified Company established in 2007 at Jubail is rapidly expanding organization offering a wide range of Engineering and technical support in the field of Design, construction, maintenance and manpower supply service & erection and commissioning. Dal Arabia General Contracting Est. Offers range of Services as required for various Industries like Petrochemical, Refinery, Power Generation and Fabrication.

Achievements/Tasks

- Keeping track of payments and expenditures, including, purchase orders, payments due to sub-contractors, vendor/supplier invoices, vendor statements, etc.
- Data entry of vendor/supplier invoices
- Working cross functionally with project managers to verify accuracy of invoices.
- Reconciling vendor/supplier statements.
- Reconciling processed work by verifying entries and comparing system reports to balances.
- Weekly reporting (Unpaid bills report) due to CFO.
- Assist with cash forecasting reporting.
- Processing of payments.
- Maintaining historical records.
- Responding to vendor enquiries regarding finance.
- Preparation, validation, and filing of all required VAT returns.
- Preparing analyses of accounts and producing reports (this could include random requests on vendor spend, pricing/purchasing).
- Continuing to improve and streamline the accounts payable process.
- Other tasks as requested.

Senior Accountant

Mas Real Estate Company.

09/2018 – 02/2020

AI RIYADH KSA

Mas Real Estate is one of the companies that work on real estate and contracting activity of various types.

Achievements/Tasks

- Organize regularly debtors meeting (at least once in a month) with the customers , Suppliers and projects teams, also, prepare and distribute minutes of meeting and follow up on actions and deadlines.
- Check credit limit for all direct customers/agent non-credit approved customers prior to hires and weekly monitoring of the same.
- Visiting regularly the depots to meet with Area managers, agent staff, Accountants to ensure that Zamil has visibility of potential debt risk and appropriate actions are taken.
- Regularly visiting customers reconcile the account and take necessary action based on visit, regularly follow up on the agreed actions.
- Prepare, propose, justify and book bad and doubtful debts on monthly basis.
- Conduct credit check on new customers and assist in fixing credit limits.
- Prepare back up for balance sheet file related to Trade debtors, accrued revenue and deferred revenue and update the balance sheet accounts for the same.
- Prepare weekly reports related to cash in-flow forecast.
- Prepare monthly reports related to Accounts Receivable, including, but not limited to debtor aging , bad debt provision movement, Risk Report, direct customer commission & revenue reconciliation statement.
- Any other duties considered related essential for effective operations and service as requested.

General Accountant

Atyaf Advertising Company

08/2017 – 04/2018

AIDMAM KSA

Achievements/Tasks

- Match purchase orders to invoices and enter invoices into computer (ERP System).
- Charge expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries.
- Pay employees by receiving and verifying expense reports for advances; preparing checks.
- Support the month end process by providing supporting documentation for month end journals and Report on Aged Payables.
- Provide supporting documentation for audit.

Accountant

Swiss Medical Insurance CO.

07/2013 – 03/2015

Sudan

Achievements/Tasks

- Recording of Financial Information on a timely basis
- Managing the Accounts Payable as per the Company policies
- Liaison with the Banking authorities as and when required
- Handling the customer and vendor complaints in terms of account reconciliations
- Reviewing the outstanding customer balances and following up on the receivables with the Sales team
- Managing the Customer Credit limits in line with the Business policies
- Facilitation of Internal and External annual audits

EDUCATION

Bachelor Degree in Accounting (Accounting major)

University of Science and Technology,(٢٠١٦/٦)

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CERTIFICATES & LICENSES

-KSA Driving License - 2017

COURSES & TRAININGS

- electronic Accounting (Quick Dice ERP – QuickBooks- Mikrotik) (10/2010)

UNESCO Institute, Sudan

COURSES & TRAININGS

Professional Accountant Diploma (08/2013)

UNESCO Institute, Sudan.

