

Senior Accountant / Procurement Officer

MOHAMED HAFIS SAIDALI

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CAREER OBJECTIVE

Detail-oriented and results-driven B. Com graduate with six years of experience in accounting, procurement, and payroll management, specializing in Oil & Gas project accounting, budgeting, cost management, and interim audits. Proficient in ledger account analysis, reconciliations, and month-end financial processes, ensuring accuracy and compliance in financial reporting. Experienced in procurement operations, supplier negotiations, and cost optimization, along with managing payroll processing and statutory compliance. Skilled in ERP systems and advanced Excel tools, providing analytical support to enhance financial efficiency. Seeking a dynamic role where I can leverage my expertise to drive operational excellence and contribute to the organization's financial success.

EDUCATION

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|------------------------|---|--|
| • Master of commerce | - | Pursuing at IGNOU (finance & taxation) |
| • Bachelor of commerce | - | IGNOU (2019-2022) (enrolment no. :187159400) |
| • Higher secondary | - | Mannam Memorial |
| • SSLC | - | Oxford School |

WORK EXPERIENCE

➤ First Refinery Solutions (Refsol1) (Jubail, Saudi Arabia): Senior Financial Accountant with Procurement Experience (06/07/2023 Till Date)

- Prepared and verified detailed invoices for major clients, including SABIC various Plants, MA'ADEN, Petro Rabigh, Tasnee etc., ensuring accuracy and compliance with contractual terms.
- Provided comprehensive assistance to project managers in cost estimation, budgeting, and preparation of commercial proposals for various industrial projects, particularly specializing in pipeline cleaning using advanced hydro jetting and hydrokinetic technologies.

- Automated payroll workflows using Excel VBA, cutting processing time by 25% and eliminating manual errors.
- Managed payroll for 80+ employees, ensuring accurate overtime calculations, adherence to labor laws.
- Proficient in manpower accounting, ensuring accurate financial documentation.
- Skilled in version control and ensuring the accuracy and integrity of all documents.
- Strong organizational skills to manage large volumes of documents efficiently.
- Reconciling statements like Trial balance, Balance sheet, AP,AR , Bank statements.
- Proficient in organizing, cataloging, and maintaining an effective document control system
- Demonstrate comprehensive knowledge of accounting principles and practices.
- Contributes to the preparation of financial statements and MIS reports.
- Utilize accounting software to maintain accurate and up-to-date financial records.
- Provide support during audits by ensuring the availability of relevant financial data
- Negotiated contracts with international suppliers (China, UAE, USA, India) for specialized materials, slashing procurement costs by 18% and aligning with annual budget goals.

➤ Hayras Provisions: Chief accountant, India (2022 August-2023 July)

- Oversee all accounting functions, including financial reporting, accounts payable/receivable, and payroll, ensuring accuracy and compliance with accounting standards.
- Handled financial reporting and reconciliations for multinational subsidiaries.
- Worked on ERP systems to manage large volumes of financial data.
- Collaborated with cross-functional teams to streamline accounting processes.
- Assisted in internal audits, ensuring accurate financial data for management review.
- Implemented advanced Excel tools and formulas, including VBA, VLookup, HLookup, XLookup and template creations, to streamline financial analysis and reporting.
- Spearhead budgeting and forecasting activities, collaborating with department heads to develop comprehensive financial plans.
- Oversaw daily bookkeeping and reconciliations, ensuring accurate records.

➤ N.N trading company: General accountant, India (2019 January-2022 July)

- Played a key role in preparing and maintaining financial records, including journal entries, ledgers, and financial statements.
- Collaborated with cross-functional teams to gather data and insights for budgeting and forecasting purposes.
- Utilized advanced Excel functions, such as VLOOKUP and pivot tables, to analyze financial data and create actionable reports.
- Reconciling financial statements.
- Adjustment made for month-end and year-end financial statements.
- Reconciled bank statements and prepared financial statements.
- Monitored and processed daily transactions, including accounts payable and receivable.
- Supported month-end and year-end close activities.
- ledger account analysis and reconciliations, including bank, general ledger, and intercompany accounts.

COMPUTER SKILLS

- AUTOCAD 2D/3D ADVANCE LEVEL
- MS EXCEL(ADVANCE)
- MS WORD
- MS OUTLOOK
- MICROSOFT 365
- MICROSOFT BI
- TALLY PRIME
- QUICK DICE
- SAP FICO S/4HANA
- PYTHON (OpenPyXL library)

SKILLS

➤ Accounting, Inventory controlling, Materials Sourcing

- Advanced excel skills, including VLOOKUP, HLOOKUP, XLOOKUP, SUMIF and VBA.
- Achieved 100% compliance in statutory audits through rigorous reconciliation and documentation.
- Resolved SAR 2.5M in outstanding AP balances through meticulous reconciliation, improving cash flow visibility.
- Proficient in manual accounting processes using Excel, including data entry, ledger maintenance, and financial statement preparation.
- Prepared monthly financial statements (Trial Balance, Cash Flow) with 100% accuracy, supporting strategic budgeting decisions.
- Reconciled bank accounts monthly, identifying and resolving discrepancies.
- Manages warehouse operations, including inventory control, storage, and distribution.
- Implemented ERP analytics to reduce obsolete inventory by 15%, enhancing cash flow
- Conducted inventory checks, maintained accurate records, and reported discrepancies. Experienced in budgeting and forecasting activities, providing insights into procurement and inventory expenditures.
- Led contract negotiations, ensuring favorable terms and compliance with company policies and legal requirements.
- Monitored inventory levels to ensure optimal stock levels, preventing both overstock and stockouts, reducing excess inventories.
- Oversaw procurement budgets, ensuring that all purchasing activities were within budgetary limits while still meet organizational needs.
- Coordinated both internal financial audits and procurement audits, ensuring compliance with accounting standards and procurement procedures. Identified process improvements to enhance financial accuracy and transparency.

➤ Additional Information

- Availability for relocation or remote work.
- Certification in NDT ASNT II (VT, MPT, UT, RT)
- TUV Rheinland certified QC pipeline and welding inspections
- Certification in Building information and modelling
- Certification in COSHH Hazard Communication Awareness

PERSONAL INFORMATION

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| • Passport no. | - | T8154109 |
| • Date of Birth | - | 10-11-1995 |
| • Nationality | - | Indian |
| • Country Residing | - | Saudi Arabia |
| • Marital status | - | Single |
| • Language Known | - | English (Proficiency in working limited) |
| • Driving license | - | Valid Indian License, Saudi Arabian license (in progress) |

DECLARATION

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

MOHAMED HAFIS SAIDALI