
Moiduddin Adil Mohammed

Dammam, SAUDI ARABIA 34447

(M) +966547344977 (E) letter2adil@gmail.com

Summary

Accountant bringing over 7+ years of proven expertise in financial management, reporting, variance analysis. Successful at revamping and strengthening controls, reorganizing processes and simplifying procedures to maximize the efficiencies. Equipped with 2 years' experience as senior accountant. Experienced in managing financial operations and ensuring compliance with accounting standards. Proven track record of streamlining processes and improving financial reporting accuracy. Demonstrates strong analytical skills and commitment to maintaining financial integrity.

Experience

10/2024 - 08/2025 **Forma Industry** - Dammam 2nd Industrial City, Saudi Arabia

Senior Accountant

- Managed **payroll, cash salaries**, and processed **sales orders, deliveries, and invoicing**.
- Prepared **Statements of Accounts (SOA)** and confirmed **customer balances**.
- Handled **bank transfers, LPOs, incoming payments, deposits, and cash customer receivables**.
- Oversaw **petty cash** and **transporter payables**.
- **SAP ERP** for all financial recording, reporting, and reconciliation.

12/2018 - 08/2024 **Faisal Al Dossary Transportation co** - Dammam, Saudi Arabia

Senior Accountant

- Company Overview: Al-Rowad rental Company
- Ensured the accuracy and timeliness of financial statements, led monthly closing activities and Performed variance analysis
- Managed end to end accounts payable accurately, and reconciled statements
- Collaborated with internal teams to develop, provided financial guidance, and monitored budget adherence
- Prepared and filed value added tax, resolved any vat related inquiries or issues, and ensured compliance with vat regulations
- Assisted with annual auditing, working closely with auditors to provide necessary documentation and explanation
- All payable transactions related to bank, Bank reconciliation, renew iqama, Renew vehicles registration
- Checking all the cash invoices of diesel and their mileage, Maintaining gas station's accountability for diesel
- Cash salaries & Payrolls, Rental buildings payments
- Checking all VAT invoices and without VAT invoices and submitting in ETOS ERP to chief accountant
- Receiving all cash invoices from branches in kingdom and evaluating them in ETOS

- Daily maintaining petty cash transactions, Daily Accounting Entries, report checks from 15 branches

- Prepare & maintain branch management information system (MIS) Reports weekly & monthly
- Experience & capability to use accounting packages, Invoices payable & receivable
- Excellent understanding of accounting rules and procedures
- Advanced knowledge and experience with spreadsheets (MS Office)
- Ability to multi-task and carry out multiple responsibilities
- Fluently Speaking English, Arabic speaking
- Follow-up Balance invoices and enter the monthly and annual closing accounting vouchers
- Submitting monthly reports for projects expenses to management
- Handling Member of a team of accountants consisting of 5 People
- Prepare annual balance confirmation for suppliers and customers and the statements comparison, if appears any difference
- Audit and review of employee salaries and end of service benefits
- Review bills of the Petty Cash and make the accounting statement of work and the annual inventory Asset
- Add and delete assets purchased assets sold or consumed and convert fixed assets
- Enter and follow prepayments and accrued expenses accounts
- Participation in preparing financial statements
- Al-Rowad rental Company

06/2017 - 11/2018

Global vision Saudia trading and contracting company LTD. - Dammam, Saudi Arabia

General Accountant

- Company Overview: Novotel Business Park
- Prepared and maintained financial records, including general ledger entries, bank reconciliation with 100% accuracy, and monthly accruals
- Managed the accounts payable and accounts receivables functions, ensuring accurate and timely processing of invoices and payments
- Assisted in the preparation of financial statements, including balance sheets, profit and loss statements, and cash flow statements, ensuring compliance with accounting standards and regulations
- Conducted financial analysis to identify trends, variances, and areas of improvement for cost control and revenue
- Preparing employee End of service benefits (ESB), annual leave as per the employee contract
- Recording monitoring and calculation of depreciation on fixed assets
- Process monthly payroll, overtime, and year end benefit services
- Handling cash salaries
- Reduce paperwork by 50% by converting all accounting procedures to a digital form
- Collaborated with auditors during annual audits, providing necessary documentation and answering inquiries
- Prepare and provide customers invoices and follow up payments as per contract terms
- Novotel Business Park

Skills

- General Ledger Maintenance
- Accounts Payables and Receivables
- Payroll Management
- Bank Reconciliation
- Budgeting
- Variance Analysis
- Regulatory Compliance
- Strong Knowledge of ERP Computerized Accounting Systems
- Advance Excel
- Communication
- Negotiation
- Problem solving
- Decision Making
- Attention to detail
- Accuracy
- Tax preparation
- Financial analysis
- Audit procedures
- Profit and Loss Analysis
- Cash flow modelling
- Payroll processing
- Corporate accounting
- Account reconciliation
- Bank reconciliations
- Cash flow management
- Payroll administration
- Payroll
- Tax knowledge
- Account reconciliation processes

Certifications

Tally ERP, Focus, Etos Accounting Software, 01/01/16, American Accounting School, Hyderabad, India

Education

04/2015

VDC Degree College - India
Bachelor Degree: Commerce and Accounting

Personal Information

- License: Valid driving license
- Nationality: Indian
- Marital status: Married
- Visa: Iqama transferable

Websites, Portfolios and Profiles

www.linkedin.com/in/mohammed-moiduddin

Languages

English:	C2	Arabic:	B2
			
Proficient		Upper Intermediate	
Urdu:	C2	Hindi:	C2
			
Proficient		Proficient	

Driving license

- Valid Saudi driving license.