



EROZE MUDASAR KHAWAJA

Contact

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Dammam, Saudi Arabia

Education

Bachelor of Business Administration (BBA) – Accounts & Finance

- Western Global University
- 2020 – 2024

Inter

New World International School

Skills

Financial Recordkeeping

- Maintained organized and accurate financial documentation, including invoices and expense records, supporting monthly reporting and audit readiness.

VAT entry

- Proficient in accurate VAT entry and reconciliation in compliance with local tax regulations.
- Proficient in accounts payable, data entry, and financial record compilation.

Administrative Coordination

- Handled office operations, document control, and internal communications, ensuring smooth day-to-day business functions.

Inventory and Procurement Support

- Assisted in tracking inventory levels and processing supplier invoices, contributing to efficient supply chain management.

Report Preparation

- Contributed to the creation of internal financial summaries and operational reports to assist management in performance reviews.

Cross-Functional Communication

- Coordinated with multiple departments to streamline workflows and support timely task execution, demonstrating effective interpersonal and teamwork skills.

Professional Summary

Motivated and detail-oriented BBA graduate specialized in Accounts and Finance, with one year of hands-on experience in trading and administrative operations. Educated and professionally nurtured in Saudi Arabia, I bring a deep understanding of local market dynamics and cultural fluency. Proven ability to manage financial documentation, support daily business operations, and communicate effectively across diverse teams. Now seeking to contribute my skills and business insight in a professional, growth-focused organization.

Experience

Administrative & Finance Support

Dana Trading Est. Co. | Dammam, Saudi Arabia

1 Year

- Maintained accurate daily financial records, including receipts, invoices, and expense logs to ensure compliance with internal controls.
- Supported monthly closing procedures by preparing account summaries and assisting with reconciliations.
- Processed vendor invoices and ensured timely payments by coordinating with procurement and finance departments.
- Monitored stock levels, tracked incoming deliveries, and assisted in managing purchase requisitions.
- Assisted in drafting financial reports for internal audits and executive reviews.
- Managed document filing systems—both digital and physical—for finance and administration departments.
- Handled internal and external communications, including responding to emails, phone calls, and walk-in inquiries.
- Scheduled and coordinated meetings, maintained office calendars, and arranged logistics for company events.
- Provided administrative support to management by organizing travel plans and expense reports.
- Tracked petty cash expenditures and prepared reconciliation reports to maintain budget accuracy.
- Assisted in HR documentation, including attendance records and personnel files.
- Ensured all office supplies were adequately stocked and managed procurement for office essentials.
- Worked closely with internal teams to facilitate workflow optimization and issue resolution.
- Assisted with onboarding procedures for new hires, ensuring proper documentation and workspace preparation.
- Utilized Microsoft Excel for creating spreadsheets, maintaining financial logs, and generating reports.
- Maintained professionalism and confidentiality in handling sensitive company and employee information.

Personal Details

- Place of Birth:** Kingdom of Saudi Arabia
- Passport No:** BV4195133
- Iqama No:** 2169654791

Languages

- English
- Arabic
- Urdu

Declaration

I hereby declare that the above information is true and correct to the best of my knowledge.

EROZE MUDASAR KHAWAJA