Mohammad Alaee, CPA

San Diego, California 92126 • mohammad2015alaee@gmail.com • (858) 261-9006

LinkedIn URL: [www.linkedin.com/in/mohammad-alaee-cpa-468a831a2](http://www.linkedin.com/in/mohammad-alaee-cpa-468a831a2)

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|  | **Professional Summary** |  |
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Licensed Certified Public Accountant (CPA) and highly motivated, detail-oriented accounting professional with extensive experience and academic study in tax compliance, financial reporting, auditing, and bookkeeping across both public and private sectors. Highly skilled in applying tax laws, reconciling accounts, analyzing financial statements, and preparing accurate, detailed reports. Proficient in a wide range of accounting software, ERP systems, and tax platforms. Recognized for a client-focused approach, strong analytical thinking, and a consistent ability to enhance processes while maintaining efficiency and data integrity. Experienced in collaborating with cross-functional teams, mentoring junior staff, and reporting to multiple stakeholders. Bilingual: Fluent in English and Persian (Farsi).

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|  | **Areas of Expertise** | | |  |
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| * Accounts Payable & Accounts Receivable (AP/AR) * General Ledger Reconciliations * Month-End & Year-End Closing * Financial & Regulatory Reporting | | * Auditing Procedures & Closing Entries * Budget Monitoring & Variance Analysis * Financial & Statistical Analysis * ERP Systems & Automated General Ledger * Special Projects & Process Improvement | * Microsoft Excel, Word, Office Suite & QuickBooks * NetSuite & Accounting Software * Spreadsheet, Chart, and Data Visualization Creation | |

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|  | **Certifications**  **Education** |  |
| **CPA - Certified Public Accountant •** July2025  **Accounting Clerk Certification Program •** 2018 to 2020  SAN DIEGO CONTINUING EDUCATION, San Diego, CA |  |
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**Master of Science in Accounting •** *coursework*

UNIVERSITY OF QOM, Qom, Iran

Completed all the required classroom coursework towards a master’s in accounting, (6 prerequisites and 28 main courses).

**Bachelor of Science in Accounting** •Graduate

UNIVERSITY OF ECONOMIC SCIENCE, Tehran, Iran – 3.18 GPA

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|  | **Experience** |  |
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**CPA Exam Preparation & Continuing Education,** Jan 2023 to Mar 2025

Passed all four sections of the Uniform **CPA** Exam: **(AUD, FAR, REG, and TCP).**

**Accounting Technician,** Dec 2021 to Dec 2022

CITY OF EL CAJON, El Cajon, California

* Executed technical accounting tasks, including processing accounts payable/receivable, payroll, and cash receipts in compliance with municipal financial policies and ethical standards.
* Prepared comprehensive journal entries, reconciled general ledger accounts, and actively supported month-end and year-end closing processes.
* Generated accurate financial statements and reports using Excel and governmental accounting software.
* Processed payroll data for the Finance Department, ensuring timely disbursements and accurate reporting.
* Managed special projects and conducted research to support audits and enhance financial operations.
* Reconciled assigned balance sheet accounts and ensured accuracy in documentation and reporting.
* Responded to internal and external inquiries related to payroll, AP/AR, and reporting with professionalism, accuracy, and clear communication.
* Monitored and upheld internal controls, ensuring compliance with quality service standards and audit readiness.

**Accountant**,Jan 2021 to Dec 2021

AMERICA CHOICE MORTGAGE, Rancho Bernardo, California

* Independently managed daily accounting operations, including AP/AR, payroll, bank reconciliations, and general ledger maintenance.
* Processed vendor invoices and supported expense tracking and cash flow monitoring.
* Prepared and analyzed comprehensive financial statements and reports in compliance with GAAP.
* Performed month-end/year-end closings, journal entries, and account reconciliations.
* Reviewed documents and accounts for accuracy, resolved discrepancies, and ensured audit readiness.
* Calculated and billed mortgage payments and commissions; supported payroll and expense reimbursement processes.
* Collaborated with tax agencies to prepare year-end financial data for tax filings.
* Partnered with internal departments to align financial reporting with organizational goals.

**Sales and Leasing Consultant**, 2015 to 2018

AUTO DEALERSHIPS, San Diego, California

* Maintained extensive financial documentation leases and financing agreements, ensuring accuracy and compliance with legal and company guidelines.
* Analyzed customer financial needs to recommend appropriate and cost-effective leasing or purchasing options.
* Prepared contracts with meticulous attention to detail, verifying complex terms for error-free processing.
* Handled sensitive financial data with discretion, maintaining confidentiality, integrity, and ethical standards.
* Resolved customer inquiries and financial discrepancies with a focus on problem-solving and client satisfaction.
* Demonstrated strong time management and organizational skills by efficiently managing high volumes of leads, appointments, and sales paperwork.
* Built and maintained long-term client relationships through consistent communication and high-quality service.

**Corporate Tax Auditor**, 1998 to 2015

MINISTRY OF ECONOMIC AFFAIRS AND FINANCE, Tehran, Iran

* Managed the full audit lifecycle, from planning and risk assessment to fieldwork, evidence gathering, and final reporting.
* Evaluated the effectiveness of internal controls, specifically assessing segregation of duties (Custody, Authorization, and Recordkeeping), through interviews, walk-throughs, and analytical procedures.
* Performed audit risk analysis to determine the nature, timing, and extent of substantive testing.
* Collaborated with audit team members to align findings and present unified, accurate, and well-supported audit opinions.
* Communicated effectively with CFOs, CEOs, and company managers to clarify issues, obtain missing documentation, and resolve discrepancies.
* Reviewed and verified financial statements, tax filings, and payroll records in compliance with tax laws and regulations; prepared extensive, detailed audit reports supported by thoroughly documented evidence.
* Supported the development of junior auditors by sharing technical knowledge, offering feedback, and ensuring consistency with audit procedures.