

# MUHAMMAD AMJAD

## Finance Specialist

📍 Riyadh City, Saudi Arabia    ☎ +966 (0) 57 183 2146    ✉ [amjad144@gmail.com](mailto:amjad144@gmail.com)

Accomplished and dynamic Finance/Accounting professional with 10 years of proven cost cutting, productivity improvement experience in accounting areas including Financial Reporting, Budgeting, Accounts Payables, Accounts Receivables, Payroll, Book keeping & Letter of Credit. I have **Transferable Iqama** and sound working experience of Accounting Software's like **Ms. Dynamics Ax and Tally ERP**.

## Core Skills

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- Financial Analysis & Reporting
- Independent External Audit Handling
- General Accounting & Cost Control
- Variance & Trend Analysis
- Revenue Cycle Management
- Decision Making & Analytical Skill
- Budget Planning & Forecasting
- Payable and Receivable Management
- Periodic Closing of Books
- Letter of Credit / Guarantee
- Policy & Procedure Development
- High Level Integrity

## Experience

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### 2018-03      **Finance Specialist**

To present      Colleges of Excellence Co.

(A Semi Govt. Education Management Co.)

Riyadh, KSA      I am Supporting the Finance Manager in his day-to-day tasks assigned by higher Management for budgeting analysis, reporting and evaluating current accounting practices to suggest senior management actions to achieve the objectives. My tasks are to;

- Analyze financial data to identify our company's financial status
- Conduct cost and benchmarking analyses and Preparing budget reports
- Develop financial models, taking legal limitations into consideration
- Participate in regular audits and recommend corrective financial action plans
- Design and review fiscal policies to Identify investment opportunities
- Create forecast models based on current and past financial results
- Analysis of financials of Foreign Training providers before entering into Operation & Management Agreements for TVTC Colleges.
- Review the Operation & Maintenance Agreement to secure company financially by Obtaining performance bond & advance payment bond.
- An ability to analyze market trends and provide data-based advice
- An ability to present and explain investment information and financial plans
- Ensure financial and accounting reports are prepared as per company rules
- Address financial issues and inquiries in a timely manner.
- Maintain accurate documentation for financial operations and transactions.
- Review profit and loss statements to identify gaps and find relevant solutions.
- Maintain accurate financial data and reports for submission to senior management.

- Prepare cash flow reports and get registered all outstanding payment records.
- Perform month end closing activities such as revenue accounting, expense accounting, account reconciliation, etc.
- Assist in managing A/P, A/R, credit and collection activities.
- Generate financial transaction records for collections, invoices, payments, expenses, revenues, etc. for future reference purposes.
- Review all accounting procedures and recommend improvements.
- Calculate the loan interest and correspond with bank for proper action

### **Sr. Accountant**

2017-07 to  
2018-02  
Dammam  
City, KSA

Bait Al Mal Al Khaleeji Co.

(A Funds/Assets Management Co.)

A Subsidiary of Dammam Development Co. joined to perform accounting functions and fulfilling day to day requirements. Bait Al Mal Al Khaleeji Co. deals in Mutual Funds in Saudi Stock Exchange and tasks achieved on job like;

- Improved the company's Accounting Reporting system by putting in place controls to counter-see entered information for Preparing Monthly Financial Reports.
- Made Forecasting and budgeting reports for next year.
- Completed the Fixed Assets Records as per book, after physical Verification and removed the disposed of assets from the system.
- Achieved a 30% cost reduction of Office supplies efficient supplier management.
- Performing all Bank related tasks, like local & International Transfers
- Researched and resolved the discrepancies & technical accounting issues.
- Payroll, GOSI, Accruals, EOS, is being calculated to maintain employee related costs.
- Review of bank statements & Research and reconcile all discrepancies.
- Handled the External & Internal Audit Independently and providing required info by researching and interpreting the record.
- Financial and profitability analysis on a request basis.
- Preparation of monthly prudential report sent to Capital Market Authority.
- Weekly review of net asset value (NAV) report.
- Review of changes to chart of accounts as per the requirement of company.
- Communication and coordination controlling master data updates.
- Prepared and reviewed variance analysis between actual and planned financial data.

### **Sr. Accountant**

2014-09 to  
2017-06  
Dammam  
City, KSA

Dammam Development Co. Ltd.

(A Real Estate Development Co)

Recruited to assist the Manager Finance & Accounts for overall accounting functions and specially to assist in making Management reports, like Financial Statements, Project reports, Related party balances reports. Along with this development of Annual Budget were main tasks and

- Handled the External Audit for 3 years independently by seamlessly providing Profit & Loss Statements and Consolidated Financials without a single miss, between the years 2014 and 2016.

- Accelerated timely monthly closing and Reporting after checking that all expenses, accruals & prepaid expense allocations have been charged to proper accounts
- Performed reconciliation of general ledgers and sub ledgers accounts to resolve the differences of TB Balances from Audited Financial Statements.
- Performed task of approving and posting journal entries, adjusting journal entries and sub ledger entries (accounts payable, accounts receivable, and cash receipts).
- Obtained and maintained a thorough understanding of the Financial Reporting and general ledger structure to assist the Finance Manager in the daily requirements.
- Evaluated financial info and made actionable recommendations to management.
- Analyzed the budget variance report on monthly basis and monitored bank balances and cash requirements weekly to report the Management.
- Trained and assigned Finance team junior members. Clearly communicated job expectations, planning and appraising job contributions.
- Maintained financial security by adhering to financial and process controls.
- *Acquired 85% of all outstanding receivables within 5 months, following dedicated follow-up procedures*

2012-05 to

2014-09

Al Jubail  
City, KSA

### **Jr. Accountant**

Erne Fittings Middle East Co. Ltd      (*Butt welded fittings Manufacturing Co.*)

Recruited from Pakistan to work as Jr. Accountant in fittings Manufacturing company. Task assigned were to handle accounts payable, book keeping, Letter of Credit, Petty Cash, Inventory Valuation, tasks performed;

- Ensured that Accounts Payable and debts are paid on time and also to ensure that all reasonable discounts if any are taken on accounts payable after reconciliation.
- Adapted Fixed Assets System into Accounting Software after calculating their total cost incurred for systematic calculation of Depreciation.
- Prepared & Processed payroll entries, checking Suppliers Invoices and other accounting documents for posting, giving receivables statement to Sales Dept. for timely Collection of Accounts Receivables.
- Compared the Expense figures with budget and of previous period to justify the reason of variance if any to improve the company performance.
- Resolved accounting discrepancies and maintaining customer confidence and protects operations by keeping financial information confidential.
- Compiled and analyzed financial information to prepare entries to accounts, such as general ledger, supplier and Customer accounts to document business transactions.
- Ensured, maintained, and coordinated the implementation of accounting and accounting control procedures over accounting transactions.
- Interacted with external auditors in completing audits. Coordinated the provision of information and critical analysis to external auditors for the annual audit
- Processed the Letter of Credit starting from issuance and handling L/C matter till end of clearing Material Imports from port authorities.

- Development of the annual budget; review and validation of the Annual budget; and creation of a variety of spread sheets, documents, and graphs for budget.
- Maintain the chart of accounts and work as Internal Revenue Service agent.

2008-11 to

2012-05

Karachi,  
Pakistan

## **Sr. Accounts Officer**

Pakistan International Airlines

Joined the National Flag Carrier as Management Trainee and after training, assigned the task of Payable Function, for general vendors/suppliers, employee payments and passenger claims. Accountabilities were;

- Processing Payments of Vendors/Suppliers, and passengers for lost baggage claims.
- Making Cash Flow Statements to get funds approval from Funds Management Dept.
- Reconciliation of Bank Accounts & General Ledgers at Month end.
- Assisting Manager Accounts in Preparation of Financials by providing reports.
- Processing pension, Provident Fund, and claims of employees
- To sign the checks after ensuring pursuance of financial Discipline
- Issuance of Income Tax Certificates for filing of return with tax authorities.
- Preparation of Half Yearly & Annual Budgets keeping in view the previous records.
- Financial Vetting of contracts and attending Purchasing Committee meetings.
- Ensuring that Government (PPRA) rules are being followed for acquiring services and material as per authority matrix.
- Acquiring prices for the required materials from local and international suppliers or manufacturers and making a comparison sheet in order to suit the best possible competitive prices to fit in the budget.

## **Education**

2006 – 2008	MBA-Finance	Quaid e Azam University, Islamabad, Pakistan
2003 – 2005	Bachelor of Commerce(B.Com)	Punjab University Lahore, Pakistan

## **Technical Skills**

Accounting Software	Tally ERP 9, MS Ax Dynamics ERP and SoftM for Accounting Infor for Manufacturing
Other IT Skills	Microsoft office (Excel, Word, Outlook & Lotus

## **Other Details**

Date of Birth	September 10, 1986
Marital Status	Married
Nationality	Pakistani
Languages Known	English, Urdu and Punjabi
Saudi Driving License	Yes
Location Preference	Willing to Relocate
Iqama Status	<b>Transferable</b>