



AREA
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MOHAMMED KHALID

SENIOR ACCOUNTANT - SOCPA

I am hardworking and honest individual with full-time work experience. Seeking to secure a challenging positions on in a reputable organization on to expand my knowledge and skills.

Education

BACHELOR OF COMMERCE

Hindustan University
of Technology & Science
2016-2019

MBA IN F.M & H.R

IIBM Institute of Business Management
2019-2021

ACCA - INTERMEDIATE

Association Of
Certified Chartered Accountants
2022-Current

Hobbies



Travel



Music



Writing



Chess

Experience

Senior Accountant / IT Administrator

Present Petrochemical Distribution Company

- Preparation of Financial Reports.
- Controlling the Sales and Purchase Teams for AR & AP.
- Maintaining and Reconciling of Balance Sheets, GL Accounts & AR/AP SOA.
- Assisting with annual audit Preparations.
- Preparing of ZAKAT & VAT Tax Returns.
- Performing other accounting duties and supporting junior staffs as required or assigned.
- Handling all the Networking, Server, Website.
- Trouble Shooting Software and Hardwares of Computers.

Senior Accountant

2021 - 2022 Foodies Block & "5" Subsidiary Companies

- Preparation of Financial Reports.
- Controlling the Sales and Purchase Teams from AR & AP.
- Maintaining and Reconciling of Balance Sheets and GL Accounts.
- Assisting with annual audit Preparations.
- Preparing of ZAKAT & VAT Tax Returns.
- Performing other accounting duties and supporting junior staffs as required or assigned.

Expertise



Experience

General Accountant

2019-2021 Hewar Art Gallery, Kingdon Tower 52nd Floor

- Prepares asset, liability & Capital accounts entries by compiling and analyzing account information.
- Document financial transactions by entering account info.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting info; preparing B.S, P&L, and other ad-hoc reports.
- Substantiates financial transactions by auditing documents.

Audit Assistant

2018-2019 Rahman & Rahim Chartered Accountants

- Filing GST's & Income Tax Returns for companies and firms.
- Carry out audit assignments independently & in a Team .
- Maintaining Sales & Purchases Bills.
- Handle full set of accountants of various clients.
- Prepapre Tax computation and schedules for Tax Compliances.

System Administrator

2016-2017 ACL Systems

- Install, configure & maintain routine & customized hardware & software.
- Provide technical expertise to end users, & troubleshooting network & software problems.
- Adding, removing, or updating user account informations, resetting.
- Ensuring that the network infrastructure is up and running.