Taher Khalil Hejazi

CHIEF ACCOUNTANT | VENDOR TEAM LEAD | LEADERSHIP ROLES

📍 Saudi Arabia-Riyadh - 📞 +966 55 961 9709 - 📧 taherhijazi2@gmail.com - Nationality: Syrian - linkedin.com/in/taherhijazi

Professional Summary

Chief Accountant with over 15 years of progressive experience in accounting, financial reporting, general ledger management, accounts payable, taxation, budgeting support, and financial controls. Proven experience in preparing monthly and annual financial statements, managing month-end closing activities, coordinating audits, and ensuring compliance with regulatory and tax requirements.

Experienced in working with ERP systems including Oracle Financials and DAFTRA, with strong skills in Excel, financial analysis, account reconciliations, and process improvement. Adept at supporting management with accurate financial information and maintaining effective internal controls to ensure reliable financial reporting.

Core Competencies

- ✅ Accounts Payable/Receivable, General Ledger & Treasury Management
- 📊 Financial Reporting & Analysis
- 🧾 ZATCA VAT Filing & Refunds
- 💵 Accounts Management Payroll, AR/AP, GL, Bank Reconciliations
- 📉 Cash Flow Forecasting & Budget Monitoring
- 📚 Internal/External Audit Preparation
- 🧮 ERP Systems (Oracle, DAFTRA, etc.)
- 📈 Advanced Excel (PivotTables, VLOOKUP, XLOOKUP)
- 👩‍🏫 Team Supervision & Staff Mentoring
- 🧠 Problem Solving & Communication Skills

Professional Experience

Sahat Al-Majd company – Saudi Arabia

Chief Accountant – Jun 2026 – Present

Al-Haya Medical Company – Saudi Arabia

Accounts Payable Accountant - Jan 2021 – **Mar 2026**

- Processed over **1,500+** supplier invoices monthly, ensuring **100%** contractual and PO compliance.
- Optimized working capital by **12%** through better vendor negotiations, payment term restructuring, and cash flow forecasting.
- Reduced average payment cycle by **15%**, enhancing supplier satisfaction and cash flow planning.
- Reconciled vendor statements and resolved discrepancies, minimizing overdue payments by **20%.**
- Strengthened internal controls, leading to a 20% reduction in non-compliant expenses and better budget adherence.
- Prepared weekly AP aging reports, improving visibility and timely disbursement of obligations.
- Played a key role in ZATCA VAT reporting, including returns, refund processing, and compliance.
- Contributed to clean audit results through structured documentation and controls.

- Supported monthly accruals, prepayments, and closing activities with high accuracy.
- Detail Oriented

Al-Haya Medical Company

Senior Accountant - Mar 2015 – Dec 2020

- Managed general ledger entries, payroll reconciliations, and monthly bank settlements.
- Oversaw VAT operations: filing, analysis, and refunds in accordance with ZATCA standards.
- Generated monthly, quarterly, and annual financial statements and management reports.
- Mentored and trained junior accountants, ensuring process standardization across finance ops.
- Analyzed budget variances, flagged deviations, and collaborated on cost-saving initiatives.
- Assisted in the setup and rollout of new ERP modules and accounting workflows.

Al-Haya Medical Company

Accountant - Nov 2013 – Feb 2015

- Conducted day-to-day bookkeeping, AP/AR entries, and assisted in invoice validations.
- Managed expense reporting and ensured proper cost-center allocation.
- Supported external audit requests and documentation reviews.

Al Saif Company

Sales Representative - INSURANCE BROKER Jan 2012 – May 2013

Al-Sultan

General Accountant - Aug 2010 – Dec 2011

- Sales Representative
- Managed petty cash, payroll preparation, and reconciliations with suppliers.
- Monitored sales reports from retail branches and flagged inconsistencies.
- Contributed to financial audits by preparing P&L comparisons and trial balances.

Education

🎓 Bachelor's Degree in Commerce & Economics (Major: Accounting)

Damascus University – Syria - 2010 - General Grade: Good

Technology Proficiency

- ERP Software: Oracle, ODOO, DAFTRA, and custom ERP solutions
- Accounting Tools: Cloud accounting, online payment portals, reconciliation tools
- Microsoft Excel: Advanced formulas, PivotTables, dashboards, reporting templates
- Quick adaptability to new finance platforms and digital tools

Languages

Arabic: Native English: Professional Working Proficiency