

Mohammed Abu Alberak

Contact Information

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April 8, 1987

Education

Bachelor's in **Accounting**
Applied Science University,
Jordan, **2004 - 2009**

Languages

Arabic. **English**

Skills

- Financial Planning
- Budget Management
- Cost Control
- Tax Compliance
- Audit Coordination
- Regulatory Compliance
- ERP System Proficiency (Oracle , Odoo, NetSuite , Microsoft Dynamics)
- Financial Reporting
- Team Leadership
- Process Optimization
- Problem Solving
- Communication Skills
- Stakeholder Collaboration
- Risk Management
- Strategic Planning
- Expense Monitoring
- Inventory Accounting
- Payroll Processing
- Vendor Management
- Microsoft Office Expertise

Professional Summary

Highly skilled finance professional with extensive experience in accounting, budgeting, and financial strategy. Proven ability to lead diverse teams, enhance regulatory compliance, and implement technology-driven solutions. Adept at streamlining operations, improving resource allocation, and fostering organizational growth. Committed to delivering excellence through collaboration and strategic problem-solving.

Work Experience

Finance Manager

Epic United Company – Construction, Saudi Arabia
April 2024 - November 2024

- **Financial strategy planning:** Developed and implemented financial strategies to align with organizational goals.
- **Budget management:** Oversaw the preparation and monitoring of budgets for multiple projects.
- **Cost control initiatives:** Introduced measures to optimize resource allocation and reduce expenditures.
- **Regulatory compliance:** Ensured adherence to local and international financial regulations.
- **Team leadership:** Led and mentored a team of finance professionals for enhanced performance.

Accounting Manager

Twina Seafood LLC – Food & Beverage, Saudi Arabia
July 2021 - March 2024

- **Financial reporting:** Prepared and reviewed accurate financial statements for internal and external stakeholders.
- **Accounts reconciliation:** Managed the reconciliation of general ledger accounts and resolved discrepancies.
- **Tax compliance:** Ensured compliance with tax laws and timely filing of returns.
- **Process improvement:** Streamlined accounting processes to enhance operational efficiency.
- **Stakeholder collaboration:** Collaborated with departments to ensure accurate financial data reporting.

Chief Accountant

Taajeer Group – Car Finance Leasing, Saudi Arabia
June 2012 - January 2021

- **Financial forecasting:** Prepared financial forecasts and advised on potential business investments.
- **Audit coordination:** Coordinated internal and external audits, ensuring compliance with policies.
- **Revenue analysis:** Analyzed revenue streams to support strategic decision-making.
- **Policy development:** Established accounting policies in line with industry best practices.
- **Expense tracking:** Monitored and managed expenses to support cost-effective operations.

Senior Accountant

Nazih Cosmetics, Abu Dhabi
May 2010 - May 2012

- **Inventory accounting:** Managed inventory records and ensured accurate stock valuation.
- **Payroll processing:** Prepared and processed payrolls for the entire workforce.
- **Vendor management:** Maintained and reconciled accounts payable with vendors.
- **Cost analysis:** Conducted cost analysis to recommend areas for financial efficiency.
- **Transaction recording:** Accurately recorded daily financial transactions in the accounting system.

References

Available upon request

Accountant

Alkalha Restaurants – Food & Beverage, Jordan
June 2009 - May 2010

- **Daily accounting tasks:** Performed day-to-day bookkeeping and maintained financial records.
- **Bank reconciliations:** Prepared and reconciled bank statements for accuracy.
- **Expense management:** Monitored and recorded operational expenses.
- **Invoice processing:** Managed customer and vendor invoicing processes.
- **Report preparation:** Compiled financial reports to assist management in decision-making.

Courses And Certifications

Accounting Course | Majoodi Auditing Company, Amman, Jordan | **October 2009 - November 2009**
Skills Gained: Developed foundational accounting principles and techniques. Gained skills in financial analysis and auditing practices.

Human Resources Course | Asr Training Company, Jeddah, Saudi Arabia | **September 2011 - October 2011**
Skills Gained: Learned recruitment, employee management, and performance evaluation techniques. Acquired knowledge of HR policies and organizational development.

KSA VAT Seminar | Taajeer Group, Jeddah, Saudi Arabia | **September 2017**
Skills Gained: Gained expertise in VAT regulations and compliance for businesses in Saudi Arabia. Improved skills in tax reporting and financial planning.

Oracle Enterprise Resource Planning (ERP) Course | Taajeer Group, Jeddah, Saudi Arabia | **July 2018**
Skills Gained: Acquired hands-on experience with Oracle ERP systems. Enhanced skills in financial and operational data management.

International Financial Reporting Standards (IFRS) | KPMG, Jeddah, Saudi Arabia | **February 2018**
Skills Gained: Developed proficiency in applying IFRS principles to financial statements. Enhanced understanding of global financial reporting standards.

Achievements and Awards

- **Streamlined Financial Operations:** Optimized financial processes, improving accuracy and efficiency across departments.
- **Implemented Budget Control Measures:** Developed and enforced effective budgeting strategies to align with organizational goals.
- **Enhanced Regulatory Compliance:** Ensured adherence to international and local financial standards, reducing risk exposure.
- **Leadership in Team Development:** Mentored finance teams, fostering a culture of accountability and excellence.
- **Advanced Technology Integration:** Introduced ERP systems to streamline data management and reporting practices.