

Mohammad Al Sayyed



Personal Details

Place and date of birth: Beirut on 10/08/1963

Nationality: Lebanese.

Marital Status: Married.

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PERSONAL SUMMARY

Financial & Administration manager with 16+ years of experience in auditing and working for multinational companies. Highly focused and extensive knowledge and understanding of financial regulations and compliance using many ERP software such as: Microsoft Dynamics NAV, Noria, EDM, ACI etc.

Key Skills

- Key skills for auditors include critical thinking, business acumen, communication skills, interpersonal skills, attention to detail, strong mathematical and analytical skills, in addition to sound judgement and decision-making ability.
- Completes required training and development objectives within the assigned time frame (VAT Seminar 2001, Internal Quality Audit ISO9001 MAP, Zakat auditing & administration).
- Proficiency in MS Office.
- Hard worker, quick learner and ability to assume responsibilities.

○ Objective

- Seeking a challenging position with a reputable firm that can utilize my abilities to the maximum potential which intern makes me deliver more than my goals. I want to learn and grow with the organization that I work for.

○ Education

- AUL University BA in Accounting & Auditing.
- Quality Management certificate from ISO.
- Seminars on Value Added Tax taken in 2001 concerning the training Preparation and setting up the companies accounting documentation According to the standards of Lebanese Financial

Portfolio.

- Seminar of Internal Quality Audit ISO9001 MAP Consultant concerning the effectiveness and reliability in supporting the management policies providing information on which an organization can act to improve its performance.
 - Zakat Auditing & Administration.
 - Language & Computer Skills
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- English: Skill Level Very Good.
- Arabic: Native.
- Computer Skills:
- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Computer Accounting & Stock Programs:
- NAV (Power User FI, CO, SD, MM, HR)
- Noria (ERP system)
- E.D.M
- ACI (ERP system)

Experience

Engineering Design & Manufacturing (EDM) – KSA & Lebanon June 2002 – Present

Finance & Administration Manager.

- Control and ensure proper data entry of invoicing, payments, ledger entries & Depreciation entries.
- Control all entries for pre-payments accounts & accruals.
- Control all account reconciliations: Payable/Receivable/Bank Statements.
- Verify & approve daily receivables & payable and process payments (cash, checks, Bank transfers & LC's).
- Comprehensive knowledge of the tax regulations and ensuring efficient tax filling (Ex. Zakat, WHT & VAT).
- Assist with implementing and maintaining internal financial controls & Procedures.
- Review and process expense reports.
- Prepare analysis of accounts.
- Prepare proper & timely quarterly/yearly financial reports (Trail balance, P&L Balance sheet).
- Manage and control the Cash Flow, Budget and Financial prudence.
- Support overall department goals and objectives in collaboration with managers Of other departments.
- Ensure accuracy and timeliness in performing bank compliance activities monthly & quarterly.
- Manage the accounting department.

- Manage the Administration department.
- Manage the payroll department.
- Participate in preparation of V.A.T report presented to the ministry of finance.
- Prepare monthly payroll, control any off cycle payment, leave settlement and E.O.S

Financial Manager, May 1993 – Feb 2002

Group of companies Rikabitex & Promotex & Technical Engineering & Contracting –Lebanon.

- Prepare financial reports for the management.
- Prepare monthly analysis for sales.
- Booked and controlled fixed assets and ensured proper entry and preparation of depreciation schedules
- Prepare Reconciliation for payable & receivable accounts.
- Prepare payroll & social security arrangements.
- Prepare VAT declaration, tax on salaries & Income tax report to The Ministry of Finance.
- Prepare banks and cash reconciliations
- Stock control by periodical evaluation & checkup.
- Prepare Balance Sheet, Profit & Loss and
- Cash flow statements

Lebanese Co for Development & Investment.

Accountant Assistance, Apr 1988 – Dec 1990

- Transactions recording for stock & accounting
- Posting the journal entries to ledgers summarizing the effect of the events
- Prepare adjusted financial reports directly to the manager
- Participate in product distribution according to the demands of consumers

Sami Oueini & Co.

Accounting & Stock keeper Oct 1982 – Mar 1988

- Assist to prepare for trial balance sheet & accounting ledgers weekly & manually
- Entering and dealing with more than 2500 stock items manually

INTEREST

- Swimming- reading- hunting & scouting.
- International training scout leader.