

# MOHAMMED MASROOR HUSSAIN

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Iqama Valid till: September- 2026



## CAREER OBJECTIVE:

Experienced and dependable Accountant with over 7 years of proven expertise in financial reporting, budgeting, payroll, and audit coordination. Demonstrated success in managing accounts for construction, trading, and service companies in Saudi Arabia and Qatar. Known for accuracy, attention to detail, and delivering results within deadlines.

## KEY SKILLS & COMPETENCIES

- Financial Statement Preparation (P&L, Balance Sheet, Cash Flow)
- General Ledger & Journal Entries
- Budgeting & Forecasting Analysis
- WHT & Tax Filing (Qatar)
- Bank, Vendor & Customer Reconciliation
- Accounts Payable & Receivable (A/P & A/R)
- Payroll Processing (including EOSB)
- Fixed Asset & Inventory Control
- Petty Cash Handling & Expense Tracking
- Internal Controls & Audit Support
- Software: Tally ERP, QuickBooks, SAP (Basic), MS Excel (Advanced)

Organization: **Shawki Barakat Trading & Contracting W.L.L**

(Steel Structure & Aluminium Works)

Tenure: **January 2022 to January 17, 2025 in QATAR**

Designation: **Accountant, Procurement & Hr. Co Ordinator**



Organization: **Riyadh villas Contracting Est.**

(Land Development, Road Building Irrigation, Soft and Hard Landscaping are the main services provided by RVCE.)

Tenure: **October 2016 to May 2017 in KSA**

Designation: **Accountant & Procurement**



Organization: **Al Mabani General Contractor co.**

(Construction industry as an EPC contractor)

Tenure: **October 2013 to August 2016 in KSA**

Designation: **Accountant & Payroll Officer**



## Responsibilities:

- Maintained all financial records and ensured compliance with local accounting laws.
- Prepared monthly and annual financial statements and management reports.
- Managed payroll for 100+ employees, including overtime, deductions, and EOSB.
- Performed reconciliation of bank accounts, credit cards, and vendor accounts.

- Assisted in external audits, prepared required schedules and documentation.
  - Oversaw petty cash, supplier payments, and staff reimbursements.
  - Implemented internal controls for better expense management and reporting.
  - Handled daily accounting operations, sales invoicing, and payment collections.
  - Processed vendor payments, tracked receivables, and prepared aging reports.
  - Prepared cash flow forecasts and monthly financial summaries for management.
  - Coordinated with external auditors and managed compliance with tax laws.
  - Maintained asset registers, depreciation schedules, and inventory reports.
  - Managed payroll, WPS processing, and coordinated employee benefit calculations.
- Responsible for the preparation and processing of biweekly payroll for over 3200 employees.
  - They handle payroll processing, ensuring accurate and timely payment to employees, while also managing payroll taxes and deductions.

## ACADEMIC EDUCATION:

| <u>DEGREE/CERTIFICATION</u>        | <u>EXAMINING BODY:</u>           | <u>YEAR</u> |
|------------------------------------|----------------------------------|-------------|
| Bachelor of Commerce<br>(Computer) | Osmania University               | 2012        |
| Civics, Economics and Commerce     | Board of Intermediate Education, | 2009        |

## CERTIFICATION/ ADDITIONAL SKILLS:

- **Accounting**                      **Quick Books. & ERP Cobol Accounting Software**  
Tally ERP9.0, Focus, and Ex-Next Generation & Peachtree Accounting package.
- **MS Office**                      All versions, esp. MS Word, MS Power Point and MS Excel.
- **MS Excel**                      MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis.

## PERSONAL INFORMATION:

**Father's Name** : MOHAMMED HUSSAIN  
**Date of Birth** : 14-11-1992  
**Nationality** : Indian  
**Language knows** : English, Arabic & Hindi.