Rashid Al Mansouri

Senior Accountant

rashid.mansouri@example.com | +966 50 000 1234 | Riyadh, Saudi Arabia

SUMMARY

Senior accountant with 9 years in general accounting, IFRS reporting and VAT for trading and retail groups. At Najd Retail Group, cut the month-end close from 9 working days to 6 by standardising reconciliation templates in SAP FI and owned month-end and year-end close for 3 subsidiaries with combined annual revenue of SAR 420 million. Holds a Bachelor of Accounting from King Saud University and is pursuing the SOCPA Fellowship.

SKILLS

IFRS, SAP FI, VAT, Zakat, Financial Reporting, Consolidation, Bank Reconciliation, MS Excel, Budgeting, Audit Coordination, Month-End Close, ZATCA

EXPERIENCE

Senior Accountant, Najd Retail Group, Riyadh

2020 – Present

- Cut the month-end close from 9 working days to 6 by standardising reconciliation templates in SAP FI and agreeing a close calendar with the subsidiaries.
- Owned month-end and year-end close for 3 subsidiaries with combined annual revenue of SAR 420 million, including review of journals before posting in SAP FI.
- Coordinated the external audit and closed 14 audit queries within 3 weeks, including samples and subsequent events.
- Filed monthly VAT returns and the annual Zakat return with ZATCA, with no penalties since 2020, and answered ZATCA queries within the deadline.
- Reconciled 22 bank accounts and all intercompany balances across the 3 subsidiaries every month and cleared items older than 60 days.
- Supervised 2 accountants and reviewed their journal entries before posting, and coached them on the close checklist.
- Prepared quarterly IFRS financial statements and the group consolidation for the board, with supporting schedules for the audit file.

Accountant, Al Safwa Trading Est., Riyadh

2016 – 2020

- Processed accounts payable for about 300 suppliers and receivables for 120 wholesale customers, including three-way matching of invoices to purchase orders.
- Maintained the fixed asset register of 1,800 assets and posted monthly depreciation, including additions, transfers and disposals.
- Prepared monthly budget vs actual reports for management with variance explanations for revenue, cost of sales and overheads.
- Reduced receivables overdue by more than 90 days from 18% to 9% through weekly collection reviews with sales and reminder statements.
- Prepared the monthly payroll and salary transfer file and reconciled social insurance contributions every month (monthly WPS file for about 140 employees).

Junior Accountant, Delta Services Co., Jeddah

2015 – 2016

- Recorded supplier invoices and petty cash in the accounting system and prepared the daily cash count.
- Prepared monthly supplier statements and matched them to the ledger, raising differences to the senior accountant.
- Supported the senior accountant with month-end accrual entries for prepaid expenses and accruals.
- Filed and archived payment vouchers for the annual audit and retrieved samples requested by the auditors.

PROJECTS

- Physical inventory count across 12 stores in 2023: coordinated the count teams and posted stock adjustments of SAR 1.1 million in SAP FI.
- Vendor master data clean-up in 2022: removed 180 duplicate supplier records and aligned payment terms with procurement.
- SAP FI upgrade to S/4HANA in 2022 for Najd Retail Group: tested the payables and bank modules, migrated 3 years of open items, and trained 6 users on the new posting screens.
- ZATCA e-invoicing phase 2 integration in 2024 for the 3 subsidiaries: tested invoice formats with IT, cleared 40 rejected invoices in the first month, and documented the posting steps.
- Najd Online LLC in 2023: set up the chart of accounts, cost centres and opening balances, and filed the first VAT return after the trade licence was issued.
- Automated the weekly receivables ageing report in Excel in 2021, saving about 4 hours a week, and shared the file with sales for collection follow-up.

EDUCATION

- Bachelor of Accounting, King Saud University, Riyadh, 2015

CERTIFICATIONS

SOCPA Fellowship (in progress)

LANGUAGES

Arabic (Native), English (Fluent)