

MOHAMMED ALMAHDI**Bahrain +973 36611388 / Oman +968 97968899****mohdalmahdi@gmail.com**

Finance Professional offering proven strategic financial and management accounting skills demonstrated across a number of industry sectors. Equipped with excellent commercial knowledge with experience in the implementation of financial controls and systems, statutory and management accounting, accounting system administration and business process transformation. Demonstrated record of accomplishment of improving operational efficiencies to improve performance and efficiency. Capable of identifying, establishing and nurturing key relationships with stakeholders to support and add value to the business.

KEY ACHIEVEMENTS

- Implement the migration at BASREC from manual to automation systems “Microsoft Dynamics Axapta” for General Ledger, Accounts Payables, Accounts Receivables, Payroll, Fixed Assets, Inventory, Stores and Projects.
- Successful implementation, analysis and management of new accounting systems “Microsoft Dynamics Axapta” and procedures, including systems integration and staff training.
- Managed set up of the accounting department in Bahrain for CapitaLand Bahrain including implementation of operational standards and procedures and following downsize of operations rationalized costs and managed relocation to smaller premises.
- Successful Migration from Peachtree to SAP at CapitaLand Bahrain.
- Maintained stringent control of debtor’s ledger and implemented formal procedures for debt recovery and new clients as Accounts Officer at the Bahrain International Circuit. Reduced outstanding debt by 20%.
- Introduced new payment processes optimizing use of Microsoft Dynamic Great Plains system at Bahrain International Circuit and introduced payments prior to event services, worked with sales teams to ensure adherence to process.
- Projects managed the seamless implementation of accounting systems at Bahrain Training Institute including the Optimum Accounting Package and MS Great Plains 8 & 9.

EMPLOYMENT EXPERIENCE:**Finance Operations Manager, Oman Environmental Services Holding Co. (be’ah) –Sultanate of Oman Mar2016-Present**

- Supervise and Develop Eight (8) Employees
- Annual Budget preparation, monitoring approved budgets, control of expenses within budget, transfer of surplus to deficit accounts after proper approval
- Review and present timely financial information to Management Team.
- Internal and external financial reporting, IAS/IFRS compliance
- Management of auditors (External, Internal & State Audit)
- Maintaining and enhancing internal controls.
- Funding arrangements with banks & MOF, including Letters of Credit and Forward contracts
- Cash Flow forecasting and reporting
- Bank Reconciliations and reconciliations for all facilities
- Corporate Income Tax compliance and annual returns
- Insurance of assets and all other risks including staff medical insurance
- Manage activities related to Accounts Payable, Accounts Receivable & Fixed Asset Management
- Recommend improvement and document business processes and accounting policies to maintain and strengthen internal
- Propose Enhancements to the Financial System [ERP] and Develop Reports

Assistant Finance Manager, The Bahrain Ship Repairing & Engineering Co. (BASREC) - Bahrain Feb2015-Feb2016

- Responsible for leading and training Finance Team of Nine (9) Employees for the day-to-day of the financial reporting, accounting and payroll processes.
- Maintaining financial records, systems and controls, providing management information to CFO, CEO, Audit Committee and board of directors with detailed variance analysis for BASREC and four subsidiaries.
- Improve existing processes and streamline workflows.
- Implement the migration at BASREC from manual to automation systems “Microsoft Dynamics Axapta” for General Ledger, Accounts Payables, Accounts Receivables, Payroll, Fixed Assets, Inventory, Stores and Projects.
- Review revenue and expense account analysis and bank reconciliation and oversee fixed asset management.
- Review and prepare annual internal and external auditing schedules and coordinate audit activities.
- Preparation of annual budget.
- Provide reporting requirements to Central Bank of Bahrain and Bahrain Bourse.

Senior Accountant, Capitaland Bahrain Bay Business Services - Bahrain**Apr 2008 – Dec 2014**

- Maintaining financial records, systems and controls, providing management information to directors and board with detailed variance analysis for six companies.
- Preparing quarterly board reports under the fund structure of Raffles City Bahrain Project.
- Managing Finance function, Leading and developing finance team of one accountant and two finance assistants.
- Managing relationships with VIP clients at Raffles City Bahrain project, suppliers and Banks.
- Optimizing use of SAP system for accounts processes.
- Producing management information to secure funding for investment teams.
- Leading annual budget process, challenging forecasts, managing company cash flow.
- Coordinating with internal and external auditors and securing sign off for three companies.
- Performing IT tasks including server backup, user account setup and liaising with local IT support vendor.
- Since 2011 taken care of Office Manager Responsibilities, e.g. *Interview Job Applicants, Staff training and development, Negotiate Business agreements, respond to customer enquiries/complaints, carrying out staff appraisals and others.*

Finance Executive, Bahrain International Circuit - Bahrain**Nov 2006 - Mar 2008**

- **Acting Purchasing Manager from Jan 2007 till Mar 2007.**
- Managed accounts payable function and worked with internal teams to ensure seamless processing of transactions.
- Reconciled ticket revenue from Formula 1 events.
- Performed bank reconciliations.
- Monitored outlets across the circuit and compiled reports on corporate sales activity.
- Prepared multi-dimensional analysis (MDA) reports (Expenses / Revenues)
- F1 2007 Cash/Credit Ticket Sales Reconciliation.
- Monitored purchasing activities and evaluated tender documentation.
- Developed relationships with BIC suppliers and acted as tenders' coordinator at the Tenders Board Agency, Kingdom of Bahrain.

Accountant, Bahrain Training Institute - Bahrain**Jan 2001 - Oct 2006**

- Maintained and controlled fixed assets accounts.
- Supervised accounts payables and receivables accounts.
- Prepared bank reconciliation.
- Prepared assistant general ledger report.
- Reviewed and analyzed income of the Corporate Training Department.
- Acted as lead IT Instructor and taught the International Computer Driving License Course.
- System & Reporting Administrator for MS Great Plains 8 & 9.
- Acted as coordinator for implementation of Chancery Student Management Solutions.
- Defined specifications and implemented the MS Great Plains 8 & 9.
- Project managed the implementation of the Optimum Accounting Package.

VOLUNTEERISM:**Financial Analyst, Central Informatics Organization**

Participation in 2012 & 2013 Foreign Direct Investment (FDI) Survey

- Assessment of financial statements and balance sheets provided by establishments in the survey using internationally accepted accounting standards or procedures vis-à-vis the FDI Questionnaire requirements.
- Evaluate and finalize the financial equations for each year of the survey for each outward/inward investments provided by the establishments.
- Evaluate correctness and acceptability of financial data provided by establishments based on the Balance of Payments requirements of Bahrain (matches or rejects current data with reported aggregate monthly/ quarterly data from exclusive sources (CBB)).
- Advise the project team with plan of action on rejected financial data of reporting establishments based on evaluation or acceptance using the reported Bahrain's Balance of Payments entries as major criteria.
- Complete gaps in the FDI Questionnaire requirements from the assessed financial data or balance sheets provided by the establishments included in the survey.

EDUCATION & PROFESSIONAL QUALIFICATIONS

- CMA Candidate (Certified Management Accountants, IMA USA) – (Expected Completion Q1-2021)
- (AAT) Association of Accounting Technicians (UK) Technician/Intermediate Levels, 2005-2007
- MS Great Plains 9.0 2006 Microsoft Master Certificate in Installation & Configuration and Master Certificate in Application
- BSc (Honors) Computing (2:2), University of Greenwich, UK, 2005
- BTEC Higher National Diploma in Business Information Technology, Bahrain Training Institute (BTI), 2003

PROFESSIONAL MEMBERSHIPS: Member of the Association of Accounting Technicians

LANGUAGES: Arabic, English

- **FINANCIAL SKILLS:** Financial, Cash Flow control, Management accounts, Budget preparation, Financial forecasting, Interpreting financial data, Auditing, Strategic thinking, IFRS
- **MANAGEMENT SKILLS:** Supervisory skills, Managing budgets, Effective delegation, Conflict resolution, Effective delegation
- **PERSONAL SKILLS:** Attention to detail, Communication skills, Presentation skills, Problem solving, Analytical mind, High levels of integrity Negotiating
- **IT SKILLS:** [Microsoft Dynamics Axapta (AX) R2, Great Plains 9.0, Navision], SAP, MS Office, Oracle 9i DBA

REFERENCES: Available on request.