

TAHA RASHAD TAHA ELQATTAN

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Summary

Senior Accountant with over 15 years of experience in financial reporting, bank reconciliation, VAT and Zakat compliance, payroll processing, accounts payable and receivable, and month-end/year-end closing. Proficient in ERP systems with strong accuracy, attention to detail, and compliance with Saudi regulations.

Experience

Senior Accountant Mohammed Abdullah Aljammaz Construction Est. - Riyadh, Saudi Arabia | 01/2016 - Current

- Prepare and upload monthly VAT reports.
- Prepare sales invoices and record revenues accurately.
- Process monthly payroll, WPS files, and employee settlements.
- Record journal entries and maintain the general ledger.
- Assist in internal and external audits.
- Perform monthly bank reconciliations.
- Prepare Zakat reports and upload declarations.
- Follow up on insurance policy renewals.

Senior Accountant (Part-Time) Horizon Design for Contracting Co. Riyadh, Saudi Arabia | 01/2022 - 03/2025

- Maintain accounting journals, ledgers, and financial records.
- Prepare monthly salaries and settlements.
- Conduct bank reconciliations.
- Assist with monthly management reports.
- Upload VAT and Zakat declarations.
- Enter accounting data using QuickBooks.
- Follow up on insurance renewals.

Accountant Saudi Logistic and Electronics Co. (Salec) - Riyadh, Saudi Arabia, Saudi Arabia | 01/2009 - 01/2015

- Verify invoices and financial documents.
- Maintain journals, ledgers, and other financial records.
- Enter data using Peachtree, Great Plains, and Axapta.
- Assist with bank reconciliations and financial reporting.
- Maintain ERP modules including GL, Fixed Assets, AP, AR, Inventory, and Projects.

Accountant General | Ramex for Hotel Supplies - Cairo, Egypt, Egypt | 01/2009 - 12/2009

- Manage fixed assets and general ledger accounts.
- Maintain bank accounts and prepare reconciliations.
- Review bank statements and resolve variances.

Accountant Universal for Trading & Equipment (Unicon) - Cairo, Egypt, Egypt | 01/2009 - 12/2009

- Maintain general ledger and fixed assets.
- Process accounts payable and bank disbursements.
- Assist with payroll and financial documentation.
- Support Great Plains system operations.

Auditor Egyptian International House Accounting & Consultancies - Cairo, Egypt, Egypt | 01/2007 - 12/2008

- Review financial records for accuracy.
- Identify discrepancies and recommend corrections.
- Prepare final accounts and draft balance sheets.

Skills

- Financial reporting and analysis
- VAT and Zakat compliance
- Bank reconciliation
- Accounts payable and receivable
- Payroll processing

- Month-end and year-end closing
- Audit support
- ERP systems management
- Microsoft Office proficiency

Languages

Arabic:

C2

Proficient

English:

B2

Upper Intermediate

Education

Al-Azhar University, Cairo 01/2005
Bachelor of Commerce: Accounting

Hobbies and Interests

- Reading
- Football
- Computers

Training

- Microsoft Dynamics AX (Axapta), 2013.
- Microsoft Dynamics GP, 2009.
- Graduate Resource Program (GRP) – Inventory Management, 2008.
- Basic Business Skills Acquisition (BBSA), 2008.
- MIDOR Financial Department Training. 4 months