

Nouman Masood

Financial Accountant

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Summary

As ACCA finance professional with over 12 years of comprehensive experience in accounting, financial reporting, and reconciliation. Possess a deep understanding of accounting principles and a proven track record in managing complex financial functions, including accounts payable/receivable, general ledger management, and tax reporting. Skilled in interpreting financial data, identifying discrepancies, and providing actionable insights to improve financial accuracy and operational efficiency. Adept at leading financial reporting processes, supporting audits, and offering strategic guidance to clients. Known for exceptional organizational and communication skills, with the ability to effectively manage multiple tasks, meet deadlines, and prioritize workloads in fast-paced environments. Demonstrated ability to foster strong relationships with stakeholders and contribute to overall financial and operational success.

Experience

Financial Accountant- 03/2020 to Current

Aramco Rowan offshore Drilling, Al Khobar KSA

In my current role, I provide comprehensive support to the Accounts Payable function, ensuring the efficient execution of daily operations and the achievement of departmental targets. This includes, but is not limited to:

- Managing a high volume of payable transactions with accuracy and efficiency
- Processing payments from multiple sources and platforms
- Developing and implementing strategies to optimize the handling of large-scale payable workflows, ensuring timely and accurate disbursements
- Preparing and delivering detailed management reports to support financial planning and decision-making
- Handling complex transactions related to shareholders and secondees, ensuring accurate processing and compliance with internal policies and regulatory requirements

In addition to my core responsibilities, I serve as a **shadow Accounts Payable Manager**, providing leadership and mentorship to the AP team. In this capacity, I support team development, offer guidance on process improvements, and act as a point of escalation for complex issues. This role has strengthened my capabilities in team management, performance monitoring, and cross-functional coordination.

I also extend my support to other functions within the organization—including Finance, Supply Chain, and Operations—contributing to policy development, procedural enhancements, and interdepartmental collaboration. My strong analytical skills allow me to produce meaningful reports that drive decision-making and operational efficiency.

I have successfully assisted management in streamlining financial processes, resulting in a more agile and effective accounts payable cycle. My proactive problem-solving skills enable me to identify areas for improvement and recommend impactful solutions that align with organizational goals.

Moreover, my excellent interpersonal and communication abilities enable me to build productive relationships and collaborate effectively with stakeholders at all levels across the organization.

Accountant- 12/2019 to 02/2025

Ascend Advance HealthCare Solutions, Riyadh KSA

Assisted in the successful implementation of SAP ERP, contributing to system configuration, data migration, and process alignment to improve financial reporting, transaction accuracy, and operational efficiency. Played a key role in monitoring and maintaining new internal audit systems by implementing enhanced financial policies, procedures, and internal controls to ensure compliance with regulatory standards and audit readiness.

Managed day-to-day banking operations, including the issuance of Letters of Credit (LCs), bank guarantees, and fund transfers, ensuring timely execution and coordination with financial institutions. Responsible for

verifying, allocating, posting, and reconciling general ledger accounts, maintaining accurate financial records and supporting monthly, quarterly, and year-end closing activities. Utilized ERP systems to streamline workflows, reduce manual errors, and support audit trails, while maintaining strong documentation for internal and external audits.

General Accountant And Admin Supervisor- 06/2013 to 11/2019

Metalock Engineering KSA, Al Khobar KSA

Adept at maintaining the accuracy and integrity of general ledger systems, managing month-end and year-end closings, and ensuring full compliance with regulatory frameworks including VAT, Zakat, and WPS. Proven track record of payroll operations, banking transactions, and ERP-based financial processing. Successfully managed interdepartmental coordination, implemented effective business processes, and maintained strong relationships with vendors, auditors, and government bodies. Demonstrated leadership in overseeing administrative functions across multiple locations, including employee documentation, facility management, travel arrangements, and vendor negotiations.

Key Responsibilities

- Managed full-cycle accounting operations including GL maintenance, financial statements, reconciliations, and month-end closings.
- Oversaw payroll processing in compliance with WPS and Ministry of Labor guidelines.
- Computed and filed VAT and Zakat returns, collaborating with external auditors to ensure timely submission and compliance.
- Implemented and maintained internal control procedures, business process documentation,
- Led administrative functions including office operations, vendor contracts, facility maintenance, and government documentation (CR, SAGIA, CoC, labor permits).
- Managed travel, visa processing, and logistics for inter-branch and international operations (KSA & Bahrain).
- Supervised cross-functional teams, delegated tasks, and ensured seamless communication across finance, HR, IT, and sales departments.

Assistant Accounts Manager- 08/2011 to 11/2012

Travel Mart Pvt Ltd, Pakistan

Responsible for processing routine payments, maintaining up-to-date accounts receivable and payable records, drafting tax returns, and reporting directly to the Accounts Manager.

Education

, Accounting, Business and Finance,

ACCA,

Advance diploma in accountancy and Business with 3 years bachelor equivalency as per UK standard.

, Accounting ,

ACCA,

Certified Accounting Technician.,

High School Diploma, Pre Engineering,

Al Anjal International School,

Higher Secondary School Certificate

Skills

- | | |
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| <ul style="list-style-type: none">• Financial Accounting <div><div></div><div></div><div></div><div></div><div></div></div> | <ul style="list-style-type: none">• Management Reporting <div><div></div><div></div><div></div><div></div><div></div></div> |
| <ul style="list-style-type: none">• Accounts Payable (AP) | <ul style="list-style-type: none">• Accounts Receivable (AR) |

- General Ledger (GL)
-
- Cash Flow Management
-
- Data Entry & Record Management
-

- Financial Reconciliation
-
- Policy & Procedure Compliance
-
- Audit Coordination
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Achievements

ARO Drilling
Key finance representative in the implementation of Per Deim project in the organization.

Metalock Engineering SPC
Assisted in the successful formation of company branch in Kingdom of Bahrain.

Travel Mart Pvt Ltd
Acted as a promoter for the successful incorporation of Travel Mart Pvt Ltd in Security and exchange commission of Pakistan.

Certifications and Licenses

SOCPA Associate Member
Certification in Professional Ethics.
VAT Training Certification.
Drilling for Non Drilling Personnel.

Languages

- English
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- Urdu
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- Arabic
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Hobbies and interest

- Automobile Enthusiast
- Photography
- Exploring new technology
- Cast model collector