**SUZAN MUTWALLI**

**Accountant**

Jeddah, Saudi Arabia | Phone: +966509925252 | Email: [Mutwalli.suzan@gmail.com](mailto:Mutwalli.suzan@gmail.com)

### **Professional Summary**

Results-driven and detail-oriented Accountant with over 5 years of progressive experience in managing comprehensive accounting functions, including financial statement preparation, auditing, and tax compliance. Demonstrated expertise in optimizing financial operations through precise data analysis and strategic planning, with a strong ability to adhere to local and international financial regulations. Proven track record of enhancing financial reporting accuracy and implementing cost-saving measures. Adept at leading cross-functional teams and collaborating with stakeholders to achieve organizational financial goals. Certified member of the Saudi Organization for Certified Public Accountants (SOCPA), Membership No: 126478. Seeking a challenging role in Accounting or Administration to apply skills to drive financial performance and support business growth.

### **Professional Experience**

**Accountant | Qamesh Restaurant and Malqa Real Estate, Jeddah, Saudi Arabia | February 2023 - Present**

* Managed daily accounting transactions and maintained accurate records.
* Prepared monthly and quarterly financial reports to ensure financial transparency.
* Handled monthly tax declarations and submitted them to the Zakat, Tax, and Customs Authority.
* Managed quarterly tax refunds and ensured timely submission.
* Conducted regular audits of financial statements to ensure compliance with accounting standards.

**Accountant | Quality for Maintenance Company, Jeddah, Saudi Arabia | May 2021 - January 2023**

* Reviewed and audited company’s financial position and financial statements on a monthly basis.
* Conducted audits of financial matters and accounting entries to maintain accuracy.
* Prepared daily income statements and reported discrepancies to management.

**Accountant | My Little House School, Jeddah, Saudi Arabia | February 2011 - March 2012**

* Prepared daily income statements related to school fees.
* Reviewed and audited financial statements on a monthly basis.
* Assisted in financial planning and budgeting processes.

### **Education**

**Bachelor's Degree in Economics and Management, Accounting Department**

King Abdulaziz University, Jeddah, Saudi Arabia

### **Certifications**

**Associate Membership Certificate (SOCPA - Saudi Organization for Certified Public Accountants)**

* **Membership No: 126478**

### **Professional Development (Courses)**

* **Accounting and Financial Analysis Courses:**
  + Accounting Technician Skills
  + Cost Accounting and Financial Analysis
  + Excel Skills for Accounting
  + Payroll Accounting
* **Human Resources Management Courses:**
  + Introduction to Human Resources Functions
  + HR Training (Saudi Labor Regulations)
  + Human Resources Analytics
  + Human Resources in Excel
* **Office and Language Skills Courses:**
  + Microsoft Office Training Course
  + English Language Proficiency
* **Behavioral and Functional Skills Courses:**
  + Behavior and Functional Skills

### **Skills**

**Soft Skills:**

* Team Collaboration
* Effective Communication
* Time Management
* Problem Solving
* Adaptability
* Leadership

**Hard Skills:**

* Financial Statement Preparation
* Tax Declaration and Refund Management
* Auditing and Financial Review
* Cost Accounting
* Payroll Management
* Data Analysis and Financial Reporting

**Technical Skills:**

* Oracle Financials
* Zoho Books
* Advanced Microsoft Excel (Pivot Tables, VLOOKUP)
* Microsoft Office Suite (Word, PowerPoint)
* HR Management in Excel
* ERP Systems and Financial Software

### **Languages**

**Arabic:** Native

**English:** Very Good