

MOHAMMAD S. ZABEN

SENIOR ACCOUNTANT

✉ ac.mohzaben@gmail.com
☎ 0509003993

CAREER GOALS

- Specialize in financial leadership for military industries and government projects.
- Advance to Project Financial Manager, overseeing budgeting and cost control.
- Lead financial strategy and decision-making for large-scale operations.
- Strengthen government relations and strategic partnerships.

HARD SKILLS

- Financial Management & Analysis (Budgeting, Cost Control, Financial Planning)
- Project Accounting (Financial Oversight for Military & Government Projects)
- Government Relations & Compliance (Regulatory Adherence, Contract Management)
- Auditing & Internal Controls (Risk Assessment, Process Optimization)
- HR & Payroll Management (Compensation, Employee Benefits, Policy Implementation)
- Banking & Treasury Operations (Cash Flow Management, Reconciliation)
- Strategic Planning & Reporting (Financial Forecasting, Decision Support)
- Public Relations & Executive Support (Stakeholder Communication, High-Level Coordination)

SOFT SKILLS

- Public speaking
- Rapport-building
- Analyzing data.
- Developing creative solutions.
- Working under pressure.
- Attention to details
- Work ethics.
- Fast Learning
- Prioritization
- Analytical thinking

LANGUAGES

Arabic
English

MEMBERSHIPS

WORK EXPERIENCE

Feb 2025 - Present : Senior Accountant.

At Three Lines Company.

- Manage GL activities, journals, and accruals.
- Oversee petty cash and ERP (ODOO) transactions.
- Ensure compliance with financial policies.
- Support financial planning and reporting.

Nov 2023 - Jan 2025 : General Accountant.

At Three Lines Company.

- Prepare monthly GL activities, journals, and accruals.
- Petty Cash Management.
- Record accounting transactions in ERP(ODOO).
- Follow the day-to-day activities related to own job with minimal supervision to ensure continuity of work.

Nov 2021 - May 2023: General Accountant.

At Hamomah Limited Company.

Tasks:

- Recording and processing financial transactions.
- Preparing financial statements, such as balance sheets and income statements.
- Analyzing financial data to identify trends and patterns
- Developing and implementing financial controls and procedures.
- Providing financial advice and support to management.

EDUCATION



King Khalid University

Bachelor of Accounting - College of Business.
Graduation: 2021/2022

TRAINING COURSES

Jun 2023-2024: Preparation for the Saudi Authority for Auditors and Accountants exam in administrative and governmental accounting - By NYL in Training Center.
Accredited Hours: 120

Feb 2021: Fundamentals and Principles of Financial Accounting - Part 1 - By Accural Accounting.
Training Hours: 8

Feb 2021: Fundamentals and Principles of Financial Accounting - Part 2 - By Accural Accounting.
Training Hours: 13

Mar 2021: Microsoft Excel.
By Droop
Training Hours: 6

Nov 2020: Internal Audit.
By College of Business.

Mar 2021: International Accounting Standards in the Public Sector - Part 1.
Training Hours: 5



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(Click [here](#) to view official certificates)

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