
MOHAMED ALMUBARAK

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A certified public accounting with +11 years of experience encompassing a unique combination of financial statements and reporting, accounting policies and procedure, cash flows, auditing.

Education

IFRS diploma, Ernst & Young, 2/2012

CPA, State of California, 2/2011

Bachelor of Science in Accounting, University of Bahrain, 1/2007

High School Certificate in Science, Isa Town Secondary, 6/2001

Experience

TRUST POINT ACCOUNTING AND CONSULTANT

Director, December 2017 to present

ALATHEER AUDIT AND CONSULTANT

Director, December 2014 to present

- Provide management over a portfolio of clients and deliver high quality audit and assurance service, including preparing and reviewing audit plans and work.
- Achieve team and individual budgets and business plan/ performance objectives.
- Manages project financials, including budgets, WIPS, timely billing and collection and variance recognition.
- Maintain the highest technical and professional standard.
- Think strategically about client needs by understanding their business and key risks.
- Addresses situation before they come crises and develops solutions to avoid recurrence,
- Providing additional help and guidance to clients on a consultancy basis.
- Participants in the development of ways to meet client needs, contributes to proposal delivery.
- Identifying ways to maximize the relationship with clients and deliver added value.
- Monitor and control auditing staff.
- Takes a leadership role in professional, business or community organizations.
- Coach, train and develop auditing staff to upgrade their knowledge.
- Undertake wider office activities, as required.

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Finance Manager, 4/2013 to May 2014

- Manage and coordinate company financial planning and budget management functions.
- Ensure the accurate preparation / reporting of monthly financial results in strict accordance with Company deadlines.
- Ensures the responsibilities, authorities and accountabilities of all direct reports are defined and understood.
- Monitor and analyze monthly operating results against budget, providing feedback to General Manager and Regional Management, including any future/potential deviations from budget/Midterm plans of the organization.
- Oversee daily operations of the finance department and ensure smooth and efficient running of the same.
- Manage the preparation of the official annual report of actual revenues, transfers, and expenses.
- Manage the preparation of financial outlooks and financial forecasts.
- Ensure compliance with local, group reporting requirements.
- Work with department managers and corporate staff to develop budget, Midterm and ad-hoc business plans for the company as per group reporting requirements.
- Establish and implement short and long-range departmental goals, objectives, policies, and operating procedures in coordination with Regional Management.
- Recruits, trains, motivates, develops, retains and evaluates Finance and Administration employees to ensure the business has the necessary skill base and employees are optimally motivated and enabled to maximize their potential and contribute to the achievement of company targets.
- Serve as primary legislative liaison relative to company financial issues.
- Oversee financial management of branch operations, developing financial and budget policies and procedures.
- Manage and coordinate external/statutory and internal audits, ensure that they are completed on time, and provide recommendations for procedural improvements.

- Liaison with external service providers such as lawyers, insurance agents, financial institutions, tax advisors/authorities on company operational issues.
- Maintain integrity of Accounting system (software), ensuring it remains effective and operational at all times.
- Ensure all company assets are monitored, accurately accounted for and maintain necessary assets records/registers, ensure periodic physical verification as per company policies and procedures.

ALATHEER AUDIT AND CONSULTANT

Audit Supervisor, 10/2012 to 3/2013

- Oversees audit planning, field work, and audit reporting; prepares reports, and communicates findings and recommendations to line and senior management.
- Review automated audit work papers prepared by the audit staff to ensure sound audit theory and compliance with the department's methodology.
- Responsible for the daily supervision of audit staff and responsible for the development of audit staff and the completion of performance evaluations.
- Ensures that reviews are completed in compliance with the Company audit department and International Audit standards.

Senior Auditor, 3/2010 to 9/2012

- Leading a team of auditors and financial analysts for conducting external audits, performing risk assessments, budget forecasting and cash flows supervision.
- Computing financial ratios by analyzing monthly and yearly financial statements, balance sheet, cash flow statement, aged receivables/ payables listing on a periodic basis.
- Analyzing key finance performance indicators/trends, such as financial ratios and cross division comparisons which, includes establishing financial benchmarks of acceptable performance and comparing the actual results to budget and initiating corrective actions.

Bahrain FIBER GLASS INTERNATIONAL (BFG)

Accountant, 4/2007 to 7/2009

- Planned and evaluated all accounting procedures and policies to ensure transactions are efficient/ effective, accounting is accurate and complete.
- Prepared and auditing all financial statements including but not limited to: monthly financial statements, monthly closings, monthly accounts payable, accounts receivable, and monthly cash flow statements. Assisted the upper management with formulation of annual budgets.
- Prepared & presented monthly, quarterly and annual reports, recommended improvements in organization's accounting and management practices.
- Reconciled bank statements, cash accounts, accounts receivable and payable balances on a monthly basis. Prepared year-end schedules for audit.

HSBC

Trainee, 3/2005 to 4/2005

- My duties were acting as the first point of contact for customers, especially for new customers, answering their queries and providing information about various products and services offered by the Bank.
- Coordinated with financial control department and payment department to ensure smooth operations, timely, friendly, service delivery, and customers' satisfaction.
- Performed certain customer related tasks such as posting account opening and customers' data maintenance.

Skills

- International Accounting Practices, Cash Flow, Report Generation.
- Knowledge of GAAP & IFRS Standards, Preparing Financial Statements.
- Portfolio & Investment Mgmt., General Ledger Accounting.
- Developing & Implementing Financial Controls, Policies & Procedure.
- Financial Position , P&L Statements, Financial Analysis, Auditing
- Communication, Leadership, Interpersonal, Analytical, Problem Solving & Decision Making Skills.
- Computerized accounting systems ERP, MS Office Applications, Peachtree, Tally.
- Very good command of spoken and written Arabic, English.

Interest and Hobbies

- Browsing the internet for general and specific research.
- Sports activities.

References

- To be furnished upon request.