

MAJID RIAZ

OBJECTIVE

To obtain a position where I can apply my expertise in accounting, finance, and inventory management. I aim to use my skills in data entry, financial documentation, and warehouse operations to maintain accuracy, improve efficiency, and support strong internal controls. Dedicated to contributing to organizational success through effective financial management, inventory control, and streamlined store operations.

WORK HISTORY

AP GL Treasury Accountant, 01/2021 – Current (KAP2C2, SBH Project MOI)

ABV Rock Group Co. Ltd., Riyadh, Riyadh Region

- **Data Entry & Documentation:**
Ensuring accurate booking of supplier and subcontractor invoices with complete supporting documents (PR, PO, GRN, RFIs, QA/QC, payment certificates).
- **ERP System Management:**
Generating and processing customer invoices using the ERP (UNIX) system
- **Interdepartmental Coordination:**
Collaborating with **stores, project control, and treasury** to resolve financial queries and arrange necessary documentation for payments.
- **Reconciliations & Reporting:**
Reconciling supplier/subcontractor / Bank Account balances with the General Ledger, and preparing monthly financial closings, reports.
- **Petty Cash & Site Support:**
Coordinating with **site accountants** for petty cash disbursements and ensuring timely **reimbursements**.
- **Expense Recording:**
Recording overhead expenses including **Iqama, visa, travel, school fees, and insurance**
- **Payment Management**
Preparing payment schedules, LC documents, and payment plans for supplier and subcontractor invoices, and ensuring proper management approval.

Store Keeper 03/2017 to 12/2020 (KAP2C2, SBH Abha MOI Project)

ABV Rock Group Co. Ltd. - Riyadh, Riyadh Region

- **Inventory Management**
Maintain accurate records of incoming and outgoing Electrical, Mechanical, and Civil materials.
Conduct regular stock checks and update inventory systems.
Maintain bin cards, stock registers, and Goods Receipt Notes (GRNs).
Ensure proper labeling and categorization of all materials.
- **Material Handling & Issuance**
Inspect delivered materials for quality, quantity, and compliance with purchase orders.
Issue materials only against approved requisitions.



Riyadh, Saudi Arabia



+966 590817330



majid.riaz@hotmail.com



<https://www.linkedin.com/in/majid-riaz-riaz-ahmad->

PERSONAL DETAILS

Date of Birth: May 1, 1987

Nationality: Pakistani

Marital Status: Married

Visa Status: Transferable

Notice Period: 30 days

EDUCATION

**Bachelor of Commerce,
Accounting & Business
Administration , 2009
University of Punjab - Lahore,
Pakistan
GPA: 2nd Division**

SKILLS

- Data Entry
- ERP system management
- Active listening
- Problem solving
- Attention to detail
- Adaptability and quick learning
- Microsoft Word and Excel
- Presentation skills
- Financial reporting
- Cash flow analysis
- Tax knowledge
- Time management
- Presentation skills
- Inventory control & stock management
- Material receipt, inspection & issuance
- Documentation (GRNs, bin cards, stock registers)
- Safe storage & compliance with safety standards
- Reporting & audit support
- Coordination with procurement, accounts & project teams
- Tools & equipment tracking
- Cost control & loss prevention

- ERP System Unix, Odoo, SAP.

LANGUAGES

English

Fluent

Arabic

Moderate

Urdu

Native

Hindi

Advance

Maintain Gate Pass and Material Issue/Return records.

- **Storage & Safety**
Organize storage areas to prevent damage, theft, or deterioration.
Ensure proper storage of hazardous and flammable materials as per safety standards.
Keep the store clean, orderly, and well-ventilated.
- **Reporting & Documentation**
Prepare daily and weekly stock reports for management.
Support internal and external audits by providing complete inventory documentation.
- **Coordination & Communication**
Work closely with procurement to avoid stock shortages or overstocking.
Inform project managers about low stock levels and supply delays.
Coordinate with accounts for invoice verification and reconciliation.
- **Tools & Equipment Management**
Track tools and machinery issued to workers.
Ensure timely return and proper maintenance of tools and equipment.
Report any missing or damaged tools promptly.

Site Accountant Cum Admin Store Keeper, 10/2012 - 04/2016

(King Abdul Aziz Sport city Makkah)

Al Taif Company for (Op.Maint. and Contracting Co Ltd).

KSA

- **Petty Cash Management:**
Handling daily petty cash transactions and submitting petty cash reports to Head Office.
- **Voucher Preparation:**
Preparing Cash Payment Vouchers (CPVs) and Bank Payment Vouchers (BPVs), along with supplier vouchers for booking.
- **Payment Approvals:**
Coordinating with management for approval of petty cash payments and ensuring proper documentation.
- **Expense Disbursement:**
Managing disbursement of petty cash expenses in a timely and controlled manner.
- **Wages Distribution:**
Handling monthly cash wages distribution to site workers or staff.
- **Store Keeper:**
Maintain accurate records of all incoming and out going material Electrical, Mechanical Civil and Spare parts And creating MPR for new Stock as Site needed coordinate with procurement and head office.
- **Data Entry & Documentation:**
Accurately entering financial and operational data into systems and spreadsheets, maintaining records of materials, expenses, and site activities for reporting and audits.