

## Riyadh Ali Abdulkhaleq AL-Dhaffari

Gender & Birth: Male, 1985, Yemen

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### **Career Objective:**

I am seeking a career where I can use my international experiences, skills, knowledge, English language, and my computer skills, I worked in a multinational company in Yemen, Saudi Arabia, and Jordan, currently I am granting very excellent experience at UN level as mentioned in my details CV. This position which meets my ambitious let me advance my professional career.

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### **Skills & Qualities:**

- Fluency in written and spoken English & Arabic is a mother tongue.
  - Efficient user of MS-Office (Excel, Word, PowerPoint, Outlook) package and Visio.
  - Demonstrate high proficiency in design and writing report.
  - Communication skills to operate with a multinational and multilingual team.
  - Ability to work under pressure, managing time efficiently, and the ability to prioritize to reach the result.
  - Maintain Good relationship with banks and have very good knowledge of banking regulations.
  - Ability to work as a team member as well as independently and also super team leader.
  - Well-organized, with excellent attention to details & accuracy.
  - Ability to take initiative, multi-task, work with minimum supervision, and solve problems.
  - Professional user of different types of Accounting Software like (Agresso, PeopleSoft, and SAP ERP).
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### **Experiences:**

- <b>Finance Manager</b>	Jordan Office	21/09/2014 till 05/01/2017.
- <b>Internal Auditor-(Risk Management)</b>	Yemen Office	01/11/2013 till 20/09/2014.
- <b>Finance Officer</b>	Saudi Arabia (HQ)	15/10/2011 till 30/10/2013.
- <b>Accountant</b>	Yemen Office	01/12/2010 till 13/10/2011.

### **At Unicom Group for Information Technology & Software.**



### **Role and Responsibilities:-**

#### **Budgeting: -**

- Contribute on Budgetary planning, formulating & monitoring implementation of short/long term Budget.
- Report to management on variances from the established budget, and the reasons for those variances.
- Suggest and agreed with relevant parties for re-allocation, if needed, between the budget lines.

#### **Projects: -**

- Coordinate, formulate, and implement the projects budgets.
- Supervise project financing / funding.
- Review & clear all project purchase Assets, supplies, and materials, ensure the three-way (Invoice ,PO.GRN) matching approach is in place prior clearing relevant payment.
- Report to the management all ongoing/finished project result and provide proper justification if required.
- Provide orientation for all project staff, to ensure attaining the set objectives.

- Educate all office & field staff regarding all procedures and policies.

#### Cash & bank: -

- Forecast cash flow positions, ensure that sufficient funds are available to meet ongoing/future operational.
- Manage the available cash/ Fund in accordance with policies, procedures and approved budget.
- Submit remittances & issue cheque, cash receipt/voucher.
- Administrate & control all banks accounts and prepare monthly Bank reconciliation.

#### Accounting & Documentation: -

- Revise & approve all supported documents regarding all daily transactions. e.g. received/disbursement, invoice, expense, funding...etc.
- Update the accounting software with all new transactions, both correctly and timely. e.g. cash/fund, invoice, expenses, Assets...etc.
- Settlement of all dues and advances.
- Manage payment of all accrued invoices & bills.
- Administering the payrolls.
- Manage archiving, ensure all documents are well-archived, secured & easy access for the authorize staff.

#### Auditing: -

- Implement effective financial and administrative control in the office, ensure the use of resources in line with the organization strategy and donor requirements.
- Conduct annual risk assessment for the company operations.
- Based on the annual risk assessment , develop a review plan for all functions and processes.
- Implement the review plan to avoid high risk and enhance internal control systems.
- Develop new approaches to enhance internal control systems, monitoring and oversight processes and techniques to support implementation of the review plan.
- Develop relevant checklist and working papers which facilitate the implementation of the approved review plan.
- Engage with relevant functions/units and conduct the oversight plans.
- Finalize the oversight reports and ensure an agreed action plan is in place before sharing final report with management.
- Assist senior management in conducting risk assessment/fraud risk assessment via the identification of potential risks, analyses and prioritization of risks ,ensuring appropriate risk response is in place to mitigate the risks.

#### Internal coordination: -

- Orientate all new staff; train them on all internal procedures & policies, financial rules, and accounting system.
- Ensure procedures, policies, legislation and regulations are correctly followed and adhered to.
- Contribute to developing new procedures & policies( SOPs).
- Support and follow up with procurement and logistic department, ensure all Purchases are in compliance with approved policies and procedures.

#### External coordination: -

- Prepare and pay all government monthly taxes and social security.
- Liaise with External auditors to ensure annual monitoring is properly carried out.
- Maintain good relation with critical parties, e.g. auditor, lawyer, bankers, and government authorities.

Financial reports:-

- Produce accurate and timely financial reports to meet specific purposes within deadlines.
- Prepare annual financial Statement and share it with senior management.

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- **Finance Officer- Internal Controlling**

From 01-03-2018 till 30-09-2018.

***At Norwegian Refugee council (NRC).***

Role and Responsibilities:-



- Efficient User of Agresso - Financial System .
- Ensure all NRC policies are implemented as handbook required.
- conduct monthly bank reconciliation & cash count.
- Empower the program managers to plan & budgeting ahead for the annual team needed to be included with annual budget.
- Verify all payments, ensure all payments allocated to the correct project and budget line.
- Ensure all project closing done effectively on time.
- Support in developing financial & compliance (SOPs) to guide the first lines of defense team in managing the daily risk including arrangement of relevant training sessions.
- Ensure that all units are committed to the reporting requirements within the expected deadlines.
- Ensure all units are accountable to the approved internal controls and risk assessment processes.
- Ensure accurate maintenance of all financial and accounting files and transactions.
- Maintain sufficient cash in the bank and in cash boxes.
- Conduct training for colleagues on financial and compliance needs, ensure all teams are familiar with internal procedures, policies , and risk management.
- In coordination with the relevant project staff, ensure that project / program expenses are incurred consistent with grant agreements and grant budgets.
- Verify & approve all purchases requisitions (PR), ensure all Purchases are matching the handbook guideline & the available budget to cover the procurement using BVA analysis tool.
- Visit implementing Partners, do risk assessment, and ensure the NGOs implement risk management practices.
- Regularly monitor the program budget, ensure the available of each budget line to cover the required expenses.
- Verify supporting documents to ensure completeness before payments.
- Control all advance payments, ensure all clear on time and before the month end.
- Work as a part of the bids/tenders committee, to analyze and choose the best offer/ supplier.
- Prepare all necessary information for internal and external audits.
- Assign duties, supervise, train, and appraise the Finance Assistant.

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- **Finance Officer -Budgeting and Reporting**

From 01-10-2018 till 26-01-2019.

***At Oxfam GB.***

Role and Responsibilities:-



- Efficient User of PeopleSoft – Financial System.
- Provide full support to program activities to meet the organization objectives.

- Review payment requests ensure all support documents are full with authorization approval.
- Prepare and review cash books of the office (Account codes, descriptions, cost, grants, etc) this involves validating them and making them ready for posting in the system.
- Contribute to risk assessment in planning and decision making through developing procedures and guidance, monitoring & evaluating of key risk indicators, and monitoring of implementing the risk mitigation actions.
- Responsible of the office Month End report processing.
- Reconciling cash books and bank statements.
- Handle the office payroll, manage the social security benefit ,and medical claim reimbursement.
- Preparing monthly Journals (Payroll, Medical, etc) for posting in the system.
- Direct responsible of implementing Oxfam's policies & procedures as well as donor requirements.
- Supervisor of day-to-day processing operations / implementation - problem solving.
- Ensures timely recording of financial transactions in the GL.
- Handling wide range of queries /reports.
- Monitor daily activities, collect and analysis data about fraud activities.
- Maintain a log of all fraud incidents and actions required, report to management on a quarterly bases.
- Acting Essential roll in procurement process, like tendering and others.
- Review and sign all procurement request (PR).
- Ensure all expenditures are in line with their budget, avoiding any deviation in the budget.
- Review the monthly payroll, benefit, as well as all legal deduction.
- Responsible of prepare & submit the monthly reports "BvA, and Month End Closures".
- Monitor budgets, do budget revision when needed, providing consultation to other staff.
- Interacts with local partners (NGOs), review the MoU, resolves queries, and responsible for providing regular financial information.

## - Finance Assistant (G5/ Step 3)

From 27-01-2019 till Now.

### ***At IOM – The UN Migration Agency.***

#### **Role and Responsibilities:-**



International Organization for Migration (IOM)  
The UN Migration Agency

#### ***Account Payable***

- Efficient User of SAP Financial System.
- Review the partners budgets, ensure the reports and expenditures are in compliance with the agreement.
- Review the monthly payroll for national staff, services contract, and third party contracted staff, ensure all WBS/budget lines are valid, the calculation is correct , prepare the payroll instruction and send to the bank for deposit.
- Prepare the bank reconciliations and the monthly/Yearly closure.
- Support the management in analyzing and strengthening the processes to mitigate risk & compliance issues and to maintain an effective internal control to mitigate risk and achieve objectives.
- Participate in the tender/bid opening, analysis, and selection.
- Follow with implementing partner, ensure submitting the financial report on time, & verify all supporting document.
- Verify RFP and Ensure that the equipment, supplies or services they refer to were duly received before Payment.
- Perform & managing all staff Travel Request (TA) and calculate the travel DSA or STA.
- Enter accurate data in SAP, make sure the correct GL and WBS/Budget Lines are charged within the project period.

- Assist in carrying out analysis on expenditure on any given Project and produce reports as requested.
- coordinate with other teams the preparation of periodically financial and risk performance report, follow the progress of implementing risk mitigation practices , monitor the status, and provide recommendations as required.
- Organize formal/informal discussion with stakeholders, orient them about key risk indicators, review the level of current risk and encourage managers about working on minimizing and mitigate the risk.
- Handle the audit function, facilitate the external auditor's task, follow up with audit findings & resolve issues to get the final audit report.
- Facilitate and coordinate the planning and execution of annual Fraud Risk Assessments with RO , by consolidating fraud risk assessment inputs, highlight the gaps, provide recommendation, and follow up on their implementation.
- Conduct financial spot-check visits to partner, ensure visit findings are discussed and correction action are done.
- Conduct inventory & Assets physically count at year end, ensure adequate and proper inventory tracking.
- Work the daily tasks in Full compliance for all the organization regulations, policies, and strategies.

#### **Treasury:**

- Prepare cheques/ payment & bank instructions.
- Cash Transfer responsible for all units.
- Prepare the Fund Request for Yemen Mission C.O as well as the field offices fund, do proper fund transfer on time, and control banks balances.
- Plan well the monthly administrative expenses & commitments, to ensure sufficient fund available and granted.
- Maintain a filing system and oversee the proper custody of financial documents, vouchers, bank correspondence.
- Set a very good relationship with regional office, contact the respected staff for any pending finance issues.

#### **- Trainer at American French Institute.**

01/10/2009 till 30/11/2010.

- Trainer of Accounting, Accounting System of Yemen Soft, and English Language.



#### **Education:**

- **Master of Business Administration** at Lebanese International University- 2021.
- **Mini MBA** at Egyptian Cultural Council and Cairo University -2016.
- **Bachelor's Degree in accounting**, at Sana'a University -June2009.
- **TOEFL** at AMIDEAST –Sana'a.
- **Advance Excel** at Talal Abu Ghazalah corporation, 2019.
- **Microsoft Office Package**, (word, Excel, PowerPoint, Outlook, Typing, windows).
- **Onyx Pro Accounting System** at Yemen Soft-Sana'a.
- **CMA**, completion-training course of part 1–Amman.



#### **Training Courses:**

Offices management | Mas accounting system | Merchant Accounting System | Communication skills |  
Time management | Efficiency capability and creation | Basic computer maintenance.

#### **Languages:**

- Arabic      Mother Tongue.
- English     Excellent, TOEFL Obtained.