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| Objective | With an aim to enhancing my skills and gathering enriching experience, I am pursuing a challenging career, in the field of finance, with an organization that provides opportunities to learn and grow. |
| Education | * **Higher National Diploma Accounting,** (June 2011), Langside College, UK * **Higher National Certificate Accounting, (**June 2010), Langside College, UK * **National Certificate Business Management, (**June 2009), Langside College, UK * **National Qualification Pathways,** (June 2008), Stow College, UK * **Secondary Certificate**, **4th and 5th year Standard Grade**, (June 2007), Hillhead High school. * **Secondary Certificate (2005), Sultanate of Oman.** |
| Skills | **Computer Skills:** MS Word, Excel, Power Point, MS Outlook, and Internet  **ERP System Knowledge:** Oracle, Orionand Tally  **Language Skills:** English and Arabic  **Other Skills:**   * Problem Solving * Enthusiastic and driven to deliver results * Teamwork * Able to work independently * Time management * Effective communication * Formal writing |

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| Experience | **Wolf Group**  **Accountant January 2015 – present**  *Main responsibilities*   * Daily sales report printing * Maintaining general ledger, allocating revenue and accruing expenses * Reconciliation of previous day’s sales and cash to system generated reports * Writing and posting of daily sales journals into the GL * Posting cash receipts into the debtors ledger * Daily bank reconciliation * Petty cash disbursements and replenishment * Preparing debtors invoices when required for catering services * Posting vendors invoices into the system * Preparing cash requirements reports for payments * Preparing cheques through the system and writing of cheques * Finalization of accounts and completion of annual year-end audit * Reviewing of receivables, payables and variance analysis on monthly basis * Preparing annual budgets * Preparing profit and loss in monthly basis   **Al Madina Insurance Co. SAOG**  **Finance Analyst October 2013 – December 2014**  *Main responsibilities*   * Maintenance and reconciliation of reinsurance companies’ (RI) accounts * Preparing bank transfer letters and payment vouchers for payments to RIs * Liaising with and alerting credit control and underwriting teams of Premium Payment Warranties (PPWs) becoming due * Arranging for timely payment of the PPWs * Processing journal vouchers * Processing staff claims reimbursements * Processing timely payments due to the courts * Preparation and checking of “Cheque Requisition Sheets” for supplier payments * Preparing credit notes, for vendor invoices, and their payments * Preparing payroll using “SmartPay” payroll software * Petty cash disbursements and replenishment   **Abu Timam Grant Thornton**  **Executive Accountant April 2013 – October 2013**  *Main responsibilities*   * Maintaining general ledger, allocating revenue and accruing expenses * Keeping abreast with any additions and/ or amendments in tax regulations * Ensuring practice of accounting accuracy, financial discipline and corporate governance * Preparing annual budgets * Reviewing of receivables, payables and variance analysis on monthly basis * Finalization of accounts and completion of annual year-end audit * Inventory costing (FIFO and LIFO methods) and management * Assisting Senior Auditors in statutory audits * Computing taxable income and the income tax provision * Computing Withholding tax * Paying vendor invoices * Preparing files neatly and making sure they are fully organized.   **General Electric**  **Accountant *(seconded from Abu Timam Grant Thorton)* June 2013 to August 2013**  *Main responsibilities*   * Maintaining general ledger, accruing and allocating revenue and expenses * Ensuring practice of accounting accuracy, financial discipline and corporate governance * Preparing annual budgets * Reviewing of receivables, payables and variance analysis on monthly basis * Finalization of accounts and completion of annual year-end audit * Inventory costing (FIFO and LIFO methods) and management * Petty cash disbursements and replenishment   **Omani Qatari Telecommunication (Nawras)**  **Accountant October 2012 to February 2013**  *Main responsibilities*   * Preparing the Profit & loss Account * Reconciliation of Accounts Payables * Booking account payables and preparing payments * Maintaining general ledger * Maintaining the Fixed Asset register * Liaising with other departments like HR and Sales Department for payments * Preparation and posting of Journal Vouchers * Processing of Cash in Hand (CIH) vouchers   **Ronald & Smith Company**  **Book Keeper and Document Checker**  **Scotland, UK June 2010 – May 2012**  *Main responsibilities*   * Dealing with Clients who had mortgages, pensions and life insurance * Report writing * Customer service   **Spring Bank Road Post Office**  **Position: Teller**  **Scotland, UK June 2008 – April 2010**  *Main responsibilities*   * Handling money at the till * Stocking shelves and stocktaking * Helping customers with enquiries * Dealing with recorded or special deliveries |
| Achievements | I was a member of the Marketing and Finance Project team at Langside College, Glasgow. I was responsible for marketing the new design of LED brake lights for bicycles. To achieve this I had to approach the customers in a polite yet convincing manner. I completed this project successfully and I strongly believe that the project has improved my teamwork, communication and numerical skills immensely. I have achieved a Fraud Control award that was given by the Capital Market Authority for attending a training press conference in Al Madina Insurance.  **Nationality:** Omani  **Date of birth:** 2nd November 1988  **Marital status: Single**  Playing football, reading and swimming |
| Personal Details |
| Hobbies |

***References available upon request***