**Objective**

Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.

**Profile**

Accounting professional with over 05 years of experience, possesses multiple skills covering many financial areas such as laws, cost control principals, ledger analysis, financial statements, budgeting, auditing practices, taxation and economic regulations.

**Key Specialties**

Budgeting, Financial Accounting, Forecasting, Financial Planning & Management, Corporate Finance, Financial Analysis and Modeling.

**Professional Experience**

* **SENIOR ACCOUNTANT, Ahmed Suliman Al fahhad Company-Al-Fahhad, Riyadh, Saudi Arabia, from April-2015 up to now where my job responsibility as below:**
* Supervise the activities of the accounts payable function including verification, recording/reporting, payment, and reconciliation of accounts.
* Supervise the recording of AP/AR transactions and their transfer and reconciliation with the General Ledger.
* Supervise the reconciliation of the shared accounts i.e. procurement, inventory and payroll accounts.
* Review and approve the AP/AR transactions related to procurement and payroll payment requests.
* Monitor the accounts payable and ensure timely handling.
* Liaise with regional counter part for the proper accounting and reporting of economic transactions.
* Prepare financial and activity reports requested by management.
* Prepare replies to queries from vendors/customers or employees regarding invoices and expense claims.
* Monitor the bank account balances, recommend replenishment transfers, initiate bank transfer payments and other bank transactions related to AP/AR.
* Review payment orders and recommend payment schedules.
* Monitor Fixed Assets to update the Fixed Asset system and timely update of the General Ledger.
* Review creditor's accounts and recommend to management any required adjustment.
* Work out budget and provide analysis of causes for budget variances.
* Ensure disciplined conduct, and develop, empower, delegate, train, motivate all subordinate staff.
* Prepare Zakat financial statements.
* Prepare vat returns.
* **SENIOR ACCOUNTANT, Dar Al-Tabreed , Buraidah, Saudi Arabia, from April-2013 up to Jun-2014.**
* Review & approve all payments & bank transactions.
* Prepare company periodical financial reports, balance-sheets, Income Statements and comparing actual versus forecasting.
* Prepare monthly reports using a computerized accounting containing the following sub-systems: Suppliers, General Ledger, Salaries, Inventory.
* Leading Accountants team and distributing jobs for everyone.
* Prepare budget and cash-flow for new fiscal years.
* Prepare Zakat financial statements.
* Carry out any other task requested by my superior.

**Education**

**Bachelor of Commerce** ***English Section*** -BCom, Majoring in Accounting, Faculty of Commerce, Zagazig University, Graduated: May- 2012.

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| **Training Courses** |  |

* **Oracle Financial —10.7SC & 11I for the following Modules:**
* Accounts Payable.
* General Ledger.
* Accounts Receivable.
* Inventory.
* Fixed Assets.
* **Knowledge of Computer & Managing Files Course:**
* Using the computer and managing files.
* Word processing.
* Spreadsheets.
* **Peachtree.**
* Accounts Payable.
* General Ledger.
* Accounts Receivable.
* Inventory.
* Fixed Assets.

**Professional Qualification**

* Annual statements — Analyze financial data and prepare reports/statements.
* Hands-on knowledge of related automated financial and accounting software systems: Oracle, Delta Accounts Software & Inventory, BRITON Software, Dynamics AX, PEACHTREE software...etc.
* Proficient in MS Office (Excel in particular).
* Analytical thinking, planning, organizing, prioritizing and executing with pinpoint accuracy.
* Problem analysis — Use judgment to solve problems efficiently.

**Personnel Details**

* **Date of Birth**: 15 Feb 1991.
* **Country of Birth**: Egypt.
* **Nationality**: Egyptian.
* **Marital Status**: Married with 1 Children.

**References and Documentations**

Available upon request.