

# Ahmed Umari

Senior Accountant

Self-motivated, reliable professional, who offers excellent problem solving, organizational and communications skills and thrives in a team working environment, keen to join a dynamic company offering diversity and an opportunity for personal development & day to day challenge.

## Personal Info

### Address

Othman bin affan Road  
Al Yasmin  
Ar Riyadh, Saudi Arabia

### Phone

+966 58 222 4756

### E-mail

[a.umari1988@gmail.com](mailto:a.umari1988@gmail.com)

### Date of birth

20 April 1988

### Marital status

Married

### LinkedIn

<https://www.linkedin.com/in/ahmad-umari-67b8ab55>

## Skills

Proficient in Oracle E-business Suite version R12.1.3

Advanced

Proficient in QuickBooks premier accountant

Expert

Applying Excel in financial accounting

Very Good

Financial Analysis

Very Good

Applying Microsoft Access in Filing/Archive management

Advanced

## Languages

Arabic

Mother tongue

English

Proficient

## Experience

2015 - 09

Present

### Senior Accountant

**MENA Business Investment Group, S.L.**

Spanish company specialized in International Business Development and Strategic Consulting.

Riyadh, Saudi Arabia.

Providing Accounting, Tax and Financial support services for different Spanish and Portuguese construction companies, in accordance with IFRS and the local Saudi accounting standards;

Accountancy and bookkeeping:

Maintenance of the journals, general ledger and subsidiaries

Monthly bank and cash reconciliations,

Preparation monthly trial balance,

Preparation monthly, quarterly and annual Financial Statements.

Tax and Zakat, Withholding Tax and the Value added Tax VAT:

Participate in the preparation of the year end closing audit,

annual Tax and Zakat declaration for our clients,

Preparation the monthly withholding tax declarations

through the GAZT online system,

Preparation the monthly and the quarterly VAT returns.

2012 - 12

2015 - 09

### AP & Projects Accountant

**Mohammed Ali Al Swailem Group MASCO,**

Riyadh, Saudi Arabia.

General contractor specialized in different field of construction that range from infrastructure to building, water, environmental and power projects.

Preparing journals entries using Oracle E-business Suite R12 ERP system,

Reviewing invoices to ensure that all the information appearing on them is accurate and complete,

Reconcile suppliers' statements, make corrections of discrepancies and replying to suppliers inquiries,

Prepare all payments and receipts vouchers as per

procedures and batch together for processing into accounting system,

Petty cash analysis completed daily and prepared for

2011 - 09

2012 - 10

### Customer Service Officer

**Arab Bank PLC**

Arab Bank headquartered in Amman, Jordan.

Marketing bank's products and services through direct and cross selling to achieve the branch goals and increase the customer base and revenue,

Providing professional, and high quality service to meet the customers' requirements and exceeds their expectations,

Developing the relationship with customers, and ensure the customers' profiles are updated (through implementing the KYC principle – Know Your Customers),

Handle the customers' requirements/inquiries related to their accounts, products and services.