# CAREER SUMMARY

**Profile:** Experience professional with ***25+ years*** of experience in leading the accounting, finance and audit functions for large-scale business enterprises involving complex business transactions. Specialize in providing strategic financial advisory to expand business operations through finalization of projects and ventures, improving internal processes and systems to boost profits from each department / business division and mobilizing company finances to maximize returns on investments. Adept at carrying out internal audits to improve transparency and departmental accountability. Exceptional abilities in

streamlining the SCM function with particular focus on rationalizing processes and reducing costs.

A dedicated leader experienced in business forecasting and defining key measurables / metrics to continuously monitor business performance.

**Objective:** Seeking ***senior level assignment*** (**Internal Audit Manager**) with a renowned organization to apply professional competencies and contribute to business growth.

# SKILLS

**Financial Planning & Management:**

* Budgeting, Financial Analysis, Cash-flow Management
* Capital Budgeting, Strategic Financial Advisory, Financial Reporting
* Financial Statements Preparation and Presentation, Cross-referencing & Interpretations Accounting **and Audit:**
* Accounting Procedures & Practices IAS, GAAP, IFRS.
* General Ledger Reconciliations, Accounting Reconciliation & Closing
* Inventory Reconciliation, Warehouse Accounting
* Expense Control, Cost Management
* Auditing, Setting Audit Plan, Audit Reports Generation
* External Auditors’ Coordination (Deloitte & Earnest & Young), Internal Controls **Managerial Aptitude:**
* Business analysis, Team Leadership, Recruiting, Training, Coaching
* Problem Solving, Decision Making, Analytical Skills, Communication &Presentation Skills Technical **Skill-set:**
* Oracle: Fixed Asset Management, Inventory Management, Enterprise Asset Management -2011-2017
* Oracle: Oracle Projects Management, Accounts Payable/ Receivable, Supply Chain Management 2013-2017
* Oracle: Cash Management, Cost Management, General Ledger 2011-2017
* Oracle Purchasing Super User, Oracle System Administration 2011-2017

# NOTEWORTHY PROFESSIONAL HIGHLIGHTS ACROSS CAREER

* Expertise in monthly, quarterly and yearly closing of books of accounts and analyzing, preparing and presenting financial statements to stakeholders across a career spanning 25+ years.
* Extensive exposure to liaising with external auditors, implementing audit recommendations and improving business performance and statutory compliance levels.
* Skilled at administering applicable statutes of the ***Contractor Classification Law*** and preparing and presenting relevant reports on demand.
* Chaired and managed the inventory committees for ***10+ years*** across various assignments, formulated action plans to optimize inventory holding costs and improved the utilization of capital.

# PROFESSIONAL EXPERIENCE

## Internal Audit Manager, September 2010 - Present Construction Group of Company (Dammam, Saudi Arabia)

**Key Responsibilities:**

**Strategic Decision-making Support - Accounting & Financial Management:**

* Monitor financial ratios pertaining to turnover, profitability and liquidity to evaluate business performance in monetary terms and present financial analysis and reports for management review and decision-making.
* Support the top management in making crucial decisions entailing capital expenditure, contribute to the capital budgeting activity using NPV / IRR techniques and suggest the most profitable projects / ventures to facilitate business expansion.
* Maintain the fixed assets register, verify existence of physical assets against records in books of accounts, compute depreciation annually, record assets at book value and create a depreciation fund to support asset replacement decisions.
* In-charge of project accounting, source project finance and allot resources to various ongoing projects of the company; prepare cost reports, cost sheets and apportion overheads to appropriate cost centers.

**Financial Elements of Supply Chain Management:**

* Optimize investment and overheads pertaining to the supply chain function to improve the rate of returns on capital employed and boost contribution to the company bottom-line.
* Define and implement effective supply chain management strategies through adequate allocation of financial resources and develop methods to enhance the flow of material and information across SCM points to reduce costs.

**Accounts Receivable and Accounts Payable Management:**

* Monitor accounts receivable and payable during a given accounting period, prepare cash flow statements to understand position of cash inflows and outflows and identify shortfalls / excess to maintain liquidity in operations.
* Generate accounts payable reports for all payouts made to entities such as subcontractor/ vendors, employees, bank loan repayment etc. and report receivables in a given accounting period as per the collections schedule / credit policy.

**Inventory Control, Accuracy & Stock Management**

* Develop and administer the inventory policy, define re-order levels and replenishment schedules for each item in inventory, apply proven inventory management techniques to manage high-value items and reduce warehousing costs.
* Handle yearly inventory reconciliation to outline the precise inventory position of the company across all warehouses, identify rate of material movement from each warehouse to optimize inventory cycle / replenishment and redirect additional funds to other activities / functions.
* Clear obsolete stocks and scrap to reduce inventory holding costs and re-invest proceeds from sales in new inventory purchase and replenishment; account for net profit or loss appropriately in the profit & loss statement.

**Taxation and Audit:**

* Prepare the audit schedule, liaise with external auditors to implement the audit plan, provide accounting and financial information, respond to audit queries raised by auditors during external audits and assist in drafting final audit reports.
* Monitor tax payments as per rates prescribed for corporate entities / businesses in the region, compute Zakat payments and file returns within allowable deadlines.
* Conduct audits to scrutinize internal processes and systems, identify process deficiencies, suggest improvements and oversee implementation of policy decisions.
* Work with personnel from renowned audit firms (Deloitte and E&Y) during financial audits and note recommendations to correct deviations and non-conformance.

**Administration:**

* Obtain general insurance for company’s assets, pay premium amounts at required intervals (half-yearly / yearly) to ensure adequate coverage and maintain detailed records.
* Examine daily activity reports for various departments, scrutinize adequacy of financial resources assigned as per budgets for timely completion of assigned tasks and transfer excess company finances from one department to another as required.
* Administer payroll, prepare monthly salary sheets, calculate leave pay, consider allowances, deductions, perquisites in cash etc. to arrive at the net salary figures for each employee, release salaries on due dates and issue salary slips.

**Oracle Financials & Accounting**

* Manage accounting and financial aspects of supply chain; as an expert in Oracle financials leverage Oracle program/tools for developing and implementing financial and accounting solutions for SCM issues.
* Key tasks involve preparing purchase orders in Oracle, analyzing accounts and maintaining accounts integrity, resolving any discrepancies in conjunction with warehousing, and deploying effective security rules in the system to eliminate user errors.
* Design a centralized monitoring system to regulate activities at all warehouses of the company, ensure real-time updates regarding material issue from different warehouses, material type and quality, re-ordering levels and replenishment schedule.
* Exercise judicious discretion in defining and assigning user authorizations (for Oracle system) as per user’s designation / category to maintain data security, prevent unauthorized logins and ensure availability of crucial business information in time.
* Work in close collaboration with the technical team to resolve issues in Oracle and ensure that all modules function properly as intended during design.
* Impart training to users on effectively using Oracle modules, resolve difficulties and issues raised by them.

## Finance Internal Auditor, December 2008 - September 2010 Haif Al-Qahtany Trading &Contracting Company (Eastern Province, Saudi Arabia)

**Key Responsibilities:**

* Reviewed ongoing processes in the company, identified and eliminated inefficient/redundant processes, made modifications and introduced new processes to maximize productivity and efficiency.
* Developed audit programs, conducted audits and maintained documentary evidence of work carried out during audits; supervised all field work during audits.
* Applied expert knowledge of operational processes, company policy and procedures, accounting practices and financial standards to ensure audits could be conducted properly.
* Noted system and process flaws/ deficiencies, strengthened internal controls, noted non-conformities against established standards and suggested corrective actions.
* Followed-up with managers to ascertain the status of corrective actions, discussed key points and improvements.
* Conducted initial surveys of assigned audit areas and processes, mapped processes to understand workflows.
* Documented audit findings as per established formats and standards, and submitted reports to the management.
* Reviewed the effectiveness of internal controls in terms of safeguarding assets, maintaining integrity of financial information and accounting records and compliance to regulations; mitigated risks due to inadequacy in controls.

## Finance & Accounts Manager, January 2001 - December 2008 Jawatha Trading Est. (Khobar, Saudi Arabia)

**Key Responsibilities:**

* Managed the finance and accounts department, led a team of accounts executives and ensured that procedures were in line with accepted accounting standards, and effective financial and accounting control systems were in place.
* Managed cash flows, maintained liquidity and controlled accounts payable and accounts receivable effectively.
* Scrutinized invoices submitted by suppliers, contractors and service providers and approved release of payments; followed up with clients for outstanding payments.
* Oversaw bank reconciliation by verifying amounts recorded in bank statements matched those in accounting records, investigated and rectified any discrepancies.
* Processed payroll of company employees; took into account leaves, overtime, vacations, benefits in calculating and processing employee salaries, and submitted payroll reports.
* Calculated depreciation on fixed assets (buildings, vehicles, furniture, machinery etc.) and submitted depreciation reports to management to facilitate decisions on capital investment.
* Carried out suspense accounts error corrections, and handled adjustment entries for prepaid, accrued expenses and other accounts.
* Prepared financial statements such as balance sheet, income statement, and dividends of profits; analyzed and presented financial reports to management to facilitate informed decision making.
* Reviewed accounting practices, systems and procedures and recommended changes required (if any) to ensure appropriate accounting standards were met

# PREVIOUS ASSIGNMENTS

* **Jul 1996 – Dec 2000**: Senior Accountant, Jawatha Trading Est. (Khobar, Saudi Arabia)
* **Jan 1992 – Jun 1996:** Accountant & Sales, Gulf Center 6, Khobar, Saudi Arabia
* **Apr 1991 – Jan 1992:** Accountant, Subhi Hussian Ahmed Construction Co, Egypt

# EDUCATION

**The Institute of Swift Learning (TISL)** (**Dammam, Saudi Arabia)**

CMA Course (Certified Management Accountant) (April 2009); Studied Course CMA Part 1, 2 and 3

**Alexandria University (Alexandria, Egypt)**

Bachelor's degree, Accounting (May 1988)

**PROFESSIONAL DEVELOPMENT: CERTIFICATIONS, TRAINING COURSES AND WORKSHOPS:**  **Jun 2015: Oracle HRMS** Internal Company training by implementer.

* **May 2014: Oracle Project Management** Internal Company training by implementer.
* **Oct 2012: Oracle Financial, GL & Fixed Asset** Internal Company training by implementer.
* **Jul 2012: Oracle Supply Chain Management** -Internal Company training by implementer.
* **Feb 2012:** Effective Communication Skills, Multaqa Shabab Al-Khair - Al Hidaya
* **Aug 2010:** Microsoft Word & Microsoft Excel Course (Computer Studies Institute)
* **Sep 2009**: Letter of Thanks/Appreciation, Jawatha Trading Est., Khobar, Saudi Arabia (Certificate)
* **Mar 2009:** The Social Style Course, Private Course, Eastern Province, Saudi Arabia
* **Mar 2009:** Time Management Course, Private Course, Eastern Province, Saudi Arabia
* **Mar 2009:** Successful Strategic Course, Private Course, Eastern Province, Saudi Arabia
* **Mar 2009:** Personal Characteristics, Multaqa Shabab Al-Khair - Al Hidaya
* **Jan 2008:** English Accounting Cycle Course, Private Course, Eastern Province, Saudi Arabia
* **Jan 2008:** Business English Course, Private Course, Eastern Province, Saudi Arabia
* Letter of Thanks/Appreciation, Haif Company, Khobar, KSA (Certificate)
* Employment Certificate, Jawatha Trading
* Employment Certificate, HAIF Bin Mohamed Bin Abboud Al-Qahtani

**Citizenship:** Egypt ~ **Date of Birth:** 27/04/1965 ~ **Visa Status:** Residency Visa (Transferable) ~ **Driving License:** Issued from KSA,

Egypt ~ **Marital Status:** Married (No. of Dependents: 3) ~ **Language:** Fluent in English and Arabic