

Salman Atallah

Senior Accountant

Contact

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LinkedIn

<https://www.linkedin.com/in/salman-atallah-7383379>

Skills

MS Office: (Word, Excel, PowerPoint, Outlook)

Excellent

Expertise in MS Dynamics GP system

Excellent

General ledger accounting

Excellent

Communication skills

Excellent

Time management skills

Excellent

Financial statement review

Excellent

Accounts reconciliation processes

Excellent

Experienced Senior Accountant with more than 6 years of practical experience in one of the largest groups in KSA successful at cultivating effective working relationships at all levels while driving improvements to budget administration, expense tracking and forecasting of future financial needs. Proven track record of performing work ethically while maintaining integrity of all financial data.

Work Experience

2016-09 -

Current

Senior Accountant

Al Jammaz Group, Riyadh, KSA

- Post and process daily journal entries in general ledger book to ensure that all information will be accurate and immediately available when needed.
- Set up and improve accounting systems and processes to meet business needs and maximize operational success.
- +5 years of working on Microsoft Dynamics GP (ERP) and, management reporter system.
- Monthly adjustments for accruals and prepaid expenses.
- Monthly reconciliations for related parties' accounts.
- Allocate shared services cost for parent company on subsidiaries on a monthly basis.
- Prepare monthly standalone and consolidated financial statements according to IFRS.
- Study and analyze expenses on a monthly basis.
- Monthly and year-end closing processes.
- Practice projects accounting.
- Quarterly calculation of sales commission for sales representatives based on sales, gross margin profit and, collections.
- Monthly calculation of slow moving inventory provision according to company policy.
- Collaboration with (KPMG) external audit team, one of big 4 audit firms.
- Prepare mapped financial statements for interim & final audit purposes.
- Write annual financial statements report with footnotes.
- Analyzed financial audit information and made recommendations to improve efficiencies.
- Brought errors to near-zero in reporting and bookkeeping.
- Part of the team who handled the Project of replacing international accounting standards rather than Saudi standards.
- A key member of annual inventory team.

Recordkeeping

Excellent

Languages

Arabic

Excellent

English

Very Good

2015-07 -

Accountant

2016-07

Ayman Rasheed est. for Construction pledges, Amman, Jordan

- Managing day-to-day financial operations.
- Prepare and follow up sales invoices.
- Prepare daily sales and purchases report.
- Provide the required documents, reports and presentations to owners.
- Monthly bank reconciliations Performed.
- Prepare monthly payroll for employees.
- Dealing with more than 50 vendors and customers.

Education

2011-08 -

Bachelors of Accounting

2015-06

Jerash Private University - Jerash, Jordan

** The First on the accounting section for the second semester of 2014/2015.*

2008-07 -

High School Certificate: Literary Stream

2011-05

Ibn Abbas High Secondary School - Amman - Jordan

Certifications

2014-09

Accounting skills development (ASD)

20140

Management accounting

20140

Cost accounting