

Obaidah Mohammed Esam Alloush,
Accounting

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Curriculum Vitae

PERSONAL IDENTITY

Name : Obaidah Mohammed Esam Alloush
Gender : Male
Place/Date of Birth : Al-Dammam 10th May 1985
Religion : Muslim
Nationality : Syrian
Marital Status : Married
Address : Jubail Industrial City- Saudi Arabia
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EDUCATIONAL BACKGROUND

- **2004 - 2008** College of Economics, **Accounting . Bachelor Degree**
Damascus University. Syria

EXPERIENCE

- **HAMON D'HONDT MIDDLE EAST CO. LTD.- JUBAIL (French Company -Joint Venture)**

I was assigned as **Finance Manager starting** from JAN 01, 2021 up to now to do the following tasks;

Database used: Microsoft Dynamic Nav 365 Business ERP

- Monitor the day-to-day financial operations within the company (payroll, invoicing, and other transactions)
- Prepare monthly and quarterly management reporting.
- Participate in strategic data analysis, research, and modeling for senior company leadership.
- Support project analysis, validation of plans, and ad-hoc requests
- Ensure compliance with accounting policies and regulatory requirement.
- Perform month-end accounting activities such as reconciliations and journal entries.
- Coordinate with finance team to complete assigned accounting tasks within deadlines.
- Evaluate computerized accounting systems and provide recommendations to IT team for improvements.
- Analyze financial discrepancies and recommend effective resolutions.
- Monitor expenditures, analyze revenues and determine budget variances and report the same to management.
- budget preparation and expense management activities for assigned accounts.
- Auditing activities by providing necessary information and preparing requested documentations.
- VAT preparation, reviewing, ZATCA dealing
- Banks communication & following – bank facilities controlling, LC ,BG issuing

- **Addar Chemicals Company (Specialized Chemical Solvent Factory).. Jubail:**

I was assigned as **ACCOUNTANT LEAD (Acting Chief Accountant)** starting from JAN 01, 2018 up to SEP 15,2020 to do the following tasks;

Database used: FOCUS SYSTEM recent implementation of Oracle

My overall responsibility was as follows:

- ✓ Checking & approving the daily entries for daily accounting transaction made by accountants.
- ✓ Generate Monthly Reports required by management.
- ✓ Making SIDF Claims, following with SIDF, visiting SIDF for auditing purpose.
- ✓ Control project budget, report to management the actual vs. Plan budget by monthly wise.
- ✓ Opening letter of credit with bank, controlling the consumed & remaining balance for the LC.
- ✓ Controlling the bank facilities agreement with banks, loans (main – consumed – remaining balance)
- ✓ Setting with external auditors to satisfy the finance statement requirements.
- ✓ Overall accounting transaction, sub ledger & general ledger reconciliation,
- ✓ Monthly trial balance checking.
- ✓ Banks communication & following for daily routine work
- ✓ VAT return report preparing & submitting to GAZT
- ✓ Accounting team supervision work. Providing Training for the staff whom required .
- ✓ Monthly closing (Prepaid, accrual, suppliers, petty cash, fixed asset,)...overall adjustment entries
- ✓ Overall accounting entries (Sales, Purchase, costing, banks , ...)

- **Addar Chemicals Company (Specialized Chemical Solvent Factory).. Jubail:**

I was assigned as **Senior Accountant** starting from Jun 01, 2015 up to JAN 01,2018 to do the following tasks;

Database used: FOCUS SYSTEM.

My overall responsibility as a **Senior Accountant** was as follows:

- ✓ Monthly closing (Prepaid, accrual, suppliers, petty cash, fixed asset,)...overall adjustment entries
- ✓ Responsible for banks reconciliation, intercompany reconciliation
- ✓ Checking & preparing the salary sheet. Upload the salaries in bank website.
- ✓ Dealing with customs clearance agent for clearance & exemption scope.
- ✓ Controlling the BG which received from suppliers.
- ✓ arranging for withholding TAX payment in general authority of zakat & tax website.
- ✓ Overall accounting transaction, sub ledger & general ledger reconciliation,
- ✓ Monthly trial balance checking.
- ✓ Fixed Asset inventory, checking store keeper record.
- ✓ Overall accounting entries (Sales , Purchase ,costing , banks , ...)

- **Alfanar Construction Co.. Jubail:**

I was assigned as **General Accountant** starting from Jun 01, 2009 up to 30-04-2015 to do the following tasks;

Database used: Navision and recent implementation of SAP.

My overall responsibility as a **General Accountant** was as follows:

- ✓ Preparing payments and finalizations of purchase orders.
- ✓ Prepare payable reports & purchase order status and follow up purchasers for finalize it.
- ✓ Follow up the purchase section for getting invoices for closing the payment which company paid in advance
- ✓ Verify and process all accounts payable documents (Monitor payments and expenditures, Negotiate payment terms with vendors, Manage vendor issues, Resolve invoice discrepancies, Reviewed and matched invoices, Processed invoices and generated checks)
- ✓ Preparing & analyzing salaries, Carried out payroll processing tasks for over 200 employees
- ✓ Prepare customer's statements, bills and invoices, generate weekly aging reports, determine payment schedules with customers, contact delinquent customers to secure payment
- ✓ Handled customer inquiries, researched problems and developed solutions.
- ✓ Prepare fixed asset reconciliation & writing depreciation entry of fixed asset on monthly basis

- ✓ Checking material gate pass. Authorized signature to pass the material outside company
- ✓ Following up storekeeper for making inventory for finishing goods and raw materials periodically.
- ✓ Issuing, reimbursement and closing of permanent & temporary petty cash.
- ✓ Research processing problem, contact project managers to resolve problems
- ✓ Comparing the budget with real cost, and checking the reasons of differences, and working on Minimizing them.
- ✓ Visiting projects sites to assure the implementation of hiring labors procedure and to watch store Transactions.
- ✓ Visiting suppliers to assure the implementation of purchase process procedure and to confirm Their balances.
- ✓ Reporting extra assets to management, in order to be shifted and used effectively in another Project.

• **Tanhat mining Company, Dammam:**

I was assigned as **General Accountant** starting from Jan 05, 2009 to May 10, 2009 to do the following tasks;

- ✓ Financing and processing of all accounts receivable and payable
- ✓ Coordinate the activities of entire accounts department & monthly closing of accounts..
- ✓ Manage all petty cash, monthly payments, operating expenses and office expense accounts.
- ✓ Reconcile bank balances, record general ledger entries.
- ✓ Preparing and auditing monthly payroll and the annual benefits for the company Employees.
- ✓ Assistant for accounting chief, Follow Customers & Supplier Accounts
- ✓ preparing accounting/Financial statements and reports.
- ✓ Following and auditing permanent receivables, Analysis of expenses

PROFESSIONAL TRAINING EXPERIENCE

- Introductory training about international stock markets for 5 days in the Syrian-Jordanian professional analysts
- Training on “Al-Ameen Accounting System” in Financial Consultation Office (FCO)
- Training on Introduction to Excel 2007 in computer training center
- Training on advanced level of Excel 2007 in New Horizon
- Attended a conference about “sales life cycle” in Digital Net
- Attended a conference about “Human Resources accounting and its rule in raising the performance”
- Attended full course of CMA part 1 & 2 as I attend to enter the exam shortly

CAREER OBJECTIVE

- To get a challenging position that enables me to practice my skills in the accounting field and to allow for advancement.

LANGUAGES

- Arabic (mother tongue)
- English (Excellent)

ADDITIONAL INFORMATION

- **Computer Skill** Excellent in using Windows and Microsoft Office programs and Internet
- **Abilities an attitude** Ready to work within a team; Ready to hard working, fast, accurately; Have a high mmotivation to learn and try; Have a high motivation to be a successful person; discipline; open-minded; Communicate effectively both oral & written, organizational skills, problem solving skills, team leading skills