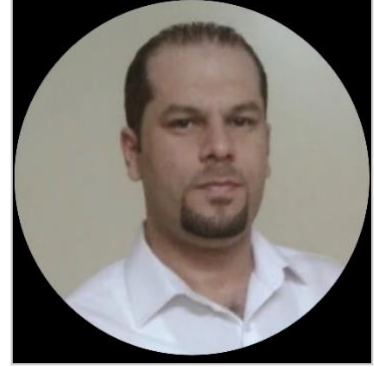


AHMAD SAWALHA

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PROFESSIONAL SUMMARY

Detail-oriented Auto Finance Manager who is adept at meeting customer expectations and resolving issues in a timely professional manner. Skilled at tracking customer balances , verifying customer information. Specialize in establishing productive relationships with customers seeking financing options.

WORK EXPERIENCE

COMPREHENSIVE TOOLS .CO

DEC2021—PRESENT

FINANCE MANAGER

- Manage and oversee the daily operation of the accounting department.
- Establish and enforce proper accounting methods, policies and principles
- Coordinate and complete annual audits
- Meet financial accounting objectives
- Controlling income, cash flow and expenditure.

FIRST TELECOM INDUSTRY, RIYADH

NOV2019—NOV—2021

SALES MANAGER

- Selection of packaging products as per market requirements
- Establish activity development plans
- Managing the work team to utilize the production capacity to the maximum extent possible
- Review and evaluate the selling prices of products in line with the local market

RIYADH BOTTLE FACTORY, RIYADH

MAY, 2012 – OCT, 2019

FINANCE MANAGER,

- Developed and administered annual budgets following period of strong analysis and research.
- Performed initial client assessment and analysis to begin research process.
- Oversaw daily operations customer accounts with a combined annual budget.
- Identified improvement changes regarding key processes for internal controls and accounting procedures and brought this information.
- Prepare actual cost reports and compare them to standard cost.
- Conducting feasibility studies for the project and future plans for development and comparing them with the actual course of work.

- Monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions.
- Track the company's financial status and performance to identify areas for potential improvement
- Seek out methods for minimizing financial risk to the company
- Research and analyze financial reports and market trends
- Provide insightful information and expectations to senior executives to aid in long-term and short-term Decision making
- Review financial data and prepare monthly and annual reports
- Present financial reports to board members, stakeholders, executives, and clients in formal meetings
- Establish and maintain financial policies and procedures for the company
- Understand and adhere to financial regulations and legislation.

JUL, 2010 - AUG, 2012

ZAKARIA FACTORY FOR FOOD INDUSTRY. RIYADH

SENIOR ACCOUNTANT,

- Analyzed files and accounts for discrepancies and resolved variances.
- Prepared and distributed financial statements and reports, including variance reports, regulatory filings and Related schedules.
- Performed biweekly payroll and updated employee records.
- Verify, allocate, post and reconcile accounts payable and receivable
- Produce error-free accounting reports and present their results
- Analyze financial information and summarize financial status
- Spot errors and suggest ways to improve efficiency and spending
- Provide technical support and advice on Management accountant
- Manage accounting assistants and bookkeepers
- Participate in financial standards setting and in forecast process
- Assist with tax audits and tax returns
- Plan, assign and review staff's work
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Generated and presented monthly financial statements to senior management.
- Completed month and year-end close procedures, and reconciled all bank accounts.

MAR, 2010 - JUL, 2010

JORDANIAN ELECTRIC POWER COMPANY

CASHIER,

- Handle cash, credit or check transactions with customers
- Scan goods and collect payments
- Ensure pricing is correct
- Issue change, receipts, refunds, or tickets
- Redeem stamps and coupons
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.

OCT, 2009 - OCT,
2010

AL-AOULA COMPANY, JORDAN

AUDITING AND DATA ENTRY,

- Ensures compliance with established internal control procedures by examining records, reports, operating
Completes audit workpapers by documenting audit tests and findings.
- Insert customer and account data by inputting text based and numerical information from source documents
within time limits
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Generate reports, store completed work in designated locations and perform backup operations
- Scan documents and print files, whenneeded.

EDUCATION

2009

AL HUSSON COLLAGE, IRBID – JORDAN

DIPLOMA OF ACCOUNTING.

SKILLS

- Data entry expert
- Data collection and analysis
- Accounting
- Budgeting
- Cash Flow Management.
- Cost Analysis.
- Cost Reduction.
- Financial Management.
- Reconciling Balance Statements.
- Tax Planning and reporting.

THANK YOU