

# Haytham AL-Zaqqa

## Chief Accountant

Sonoco Saudi Company LTD.

**Location:** Jeddah, Saudi Arabia

**Education:** Bachelor's degree, Accounting

**Experience:** 12 years

## Contact

**Name:** Haytham AL-Zaqqa

**Mobile Phone:** +966.591912873

**Country:** Jeddah, Saudi Arabia

**Email Address:** [h.f.z\\_89@hotmail.com](mailto:h.f.z_89@hotmail.com)

## Target Job

**Target Job Title:** Chief Accountant

**Career Objective:** To join a progressive organization that seeks for a highly motivated Person. A company that enables me to advance my technical and administrative knowledge.

**Notice Period:** 1 to 2 months

## Personal Information

---

**Birth Date:** 16 March 1989

**Gender:** Male

**Nationality:** Jordan

**Residence Country:** Jeddah, Saudi Arabia

**Visa Status:** Residency Visa (Transferable)

**Marital Status:** Married

**Driving License Issued From:** Saudi Arabia

## Experience (12 Years)

---

### Chief Accountant

Jan 2018 – Present

**At Sonoco Saudi Company LTD.**

**Company Industry:** Tube core Industrial

**Job Role:** Accounting and Auditing

- Start and build the finance team since beginning of the company in Saudi.
- Work with Auditors (internal & External)
- Implement the IFRS with our auditors PwC .
- Implement the VAT and submit the quarterly to the Zakat and Tax department
- Monthly Closing

- Flow up the Overdue with Sales team
- Flow up daily entry in AP & AR
- Reconciliation – banking, Suppliers and customers
- Prepare monthly and weekly reports
- Prepare P&L Report.
- Prepare Balance sheet
- Prepare Monthly accrual
- Reconciliation Sub & GL for AP , AR and inventory .

## Reporting Accountant

June 2015 – 31-Dec-2017

**At Fine Hygienic Holding (Nuqul Group)**

**Company Industry:** Industrial FMCG

**Job Role:** Accounting and Auditing

- Prepare Manager Finance Report (MFR) .
- Prepare P&L Report.
- Prepare Profitability Analysis Report.
- Prepare KSA Sales Analysis.
- Prepare Saudi Sales Statistic Report

## Senior Account Receivable

May 2016 - 31-Dec-2017

- Closing monthly
- Reconciliation - banking
- Prepare monthly and weekly reports
- Audit - sales commissions of all branches
- Manage my team (Branch's Accountants) and Follow-up their work (Daily Collect, Discount for
- Calculation of the monthly provisions of the sellers' commissions and customer discounts

## Part-time Chief Accountant

January 2013 - March 2013

**At PRIMEDIA Location:** Jeddah, Saudi Arabia

**Company Industry:** Advertising

**Job Role:** Accounting and Auditing

do all the work of the Foundation's accounts of expenses, salaries, costs, procurement, customs, and follow-up of receivables from customers, suppliers and payments reports sales and collection

## Part-time Chief Accountant

November 2010 - October 2011

**At Zahrani Contracting Location:** Jeddah , Saudi Arabia

**Company Industry:** Catering/Food Services/Restaurants

**Job Role:** Accounting and Auditing

Do all the work your company's accounts:

- 1 - day-to-day accounting work restrictions
- 2 - balance matches clients
- 3 - Preparing financial statements
- 4 - prepare lists of costs

5 - List of profits and losses

6 - work payroll

## AP & AR accountant

June 2011 - May 2016

**At Fine Hygienic Holding (Nuqul Group) Location:** Jeddah, Saudi Arabia

**Company Industry:** Industrial FMCG

**Job Role:** Accounting and Auditing

- Keeping the invoices in order so that they can be matched later
- Processing check requests when required
- Preparing and processing payable checks
- Reviewing invoices
- Keeping an account of payments that have been made
- Analyzing the payable accounts
- Generating monthly reports for the company
- Monitoring accounts to ensure payments are up-to-date
- Resolving the discrepancies related to invoices
- Maintaining vendor files
- Assisting in month-end closing
- Reconciliation Main Branch Bank
- Preparing the reconciliation for suppliers
- Booking all debit and credit memos of customer.
- Follow up promotion and discount for client - modern trade and traditional trade - like (Gondola, monthly offer, contract, rebate, cash discount)
- Release order management as authority Matrix and system
- Follow up overdue and preparing weekly report to know the reason of overdue and when we can collect that's over due to all branches in KSA
- Prepare monthly and weekly reports
- Booking and auditing petty cash for all branches
- Preparing monthly sales return and study why that return
- Matching account statement of modern trade customers on a monthly basis to resolve all differences with them through sales supervisors
- Calculate sales commissions

## Branch Accountant

May 2010 - Jun 2011

**At Fine Hygienic Holding (Nuqul Group) Location:** Makkah, Saudi Arabia

**Company Industry:** Industrial FMCG

**Job Role:** Accounting and Auditing

- Receipt of checks and cash from salesmen and restricting them to the system
- Depositing cash and checks at the Bank
- Prepare the expenses and send them to the Area Accountant for review
- Review the digital sequence of the documents of the delegates' receipts from time to time. In the case of cancellation of a bond, it must be ascertained that all the copies are in the book of the arrest documents of the delegate and the issuer to cancel them
- Prepare the deposit slip and then deposit it with the bank via the correspondent of the bank.
- Capture and arrange customer files, and place all documents of customer movements on customer files and match them with customer statements.
- Prepare monthly inventory of safes for each branch and make a random random inventory of the treasury.
- Conduct a random random inventory of the goods for some samples.

- Print monthly customer statements and deliver them to delegates to be matched by customers. If no monthly matching is obtained, they must be obtained every three months at least once.
- Print reports of customer arrears to branches and follow-up delegates in collecting arrears.

## Trainee

**At Training in Khatib for Accounting & Auditing Location:** West Bank, Palestine

**Company Industry:** Accounting/Auditing

**Job Role:** Accounting and Auditing

Training in Khatib for Accounting & Auditing

## Education

---

### Bachelor's degree, Accounting

**At An-Najah National University**

**Location:** West Bank, Palestine

**Completion Date:** January 2010

**Grade:** 73 out of 100

Very good

## Skills

---

**Windows, MS Office (Word, Excel, Power point):** Level: (Expert)

**Financial Excel:** Level: Expert

**Internet applications:** Level: Expert

**Team management skills:** Level: Expert

**Oracle application:** Level: Expert

## Languages

---

### English

**Level:** Intermediate

### Arabic

**Level:** Expert

# Training and Certifications

---

## English language course

**Training Institute:** Eurocentres  
**Date Attended:** 4-Sep-2017 to 20-Oct-2017 (160 Hours)  
**Level:** Intermediate (B2)  
**Location:** London - UK

## VAT

**Training Institute:** PwC  
**Date Attended:** 19-Nov-2017 to 20-Nov-2017 (16 Hours)  
**Location:** Jeddah -Saudi Arabia

## IFRS

**Training Institute:** Fine Hygienic Holding  
**Date Attended:** 20-Sep-2017 to 21-Sep-2017 (10 Hours)  
**Location:** Jeddah -Saudi Arabia

## Team management skills (Training)

**Training Institute:** New Horizons  
**Date Attended:** August 2012 (35 hours)

## Conversation English language course (Training)

**Training Institute:** Project Hope  
**Date Attended:** February 2009 (120 hours)

## Windows, MS Office (Word, Excel, Power point). ICDL (Training)

**Training Institute:** Alwaffa  
**Date Attended:** June 2006 (65 hours)

## References

---

### Luis Clavell

**Job Title:** Finance director  
**Company Name:** Sonoco  
**Phone Number:** 00 34 657 818 998