



RAED A. SHAKER

OBJECTIVE

A skilled and talented finance manager with extensive knowledge of data analysis. Possess good management and supervisory skills. Seeking a rewarding and challenging position as finance manager in a company that will give opportunities for professional growth.

CONTACT

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Jeddah

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PERSONAL INFORMATION

DOB 14 August 1981

Saudi

Married

Jeddah

Saudi Arabia

EDUCATION

King Abdelaziz University

2002 - 2007

B.A of Accounting

WORK EXPERIENCE

Almadina Printing and Publishing Company & Hala Printing – Member of Saudi Printing and Packaging – Chief Accountant

June 2019- July 2022

- Monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions.
- Oversee financial department employees, including financial assistants and accountants.
- Contract outside services for tax preparation, auditing, banking, investments, and other financial needs as necessary
- Track the company's financial status and performance to identify areas for potential improvement.
- Seek out methods for minimizing financial risk to the company.
- 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.
- Maintain financial policies and procedures for the company.

Wekan Partners - Financial Controller

June 2013–April 2018 / Jeddah

- Oversee all company accounts and investments.
- Create monthly and annual reports to identify results, trends, and financial forecasts.
- Manage cash flow by tracking transactions and regularly reviewing internal reports.
- Ensure that all financial transactions are properly recorded, filed, and reported.
- Establish and implement financial reporting systems to comply with government regulations and legislation.
- Collaborate with auditing services to ensure proper compliance with all regulations.
- Develop budgets and financial plans for the company based on research and data reports.

- Review all financial plans and budgets regularly to look for cost reduction opportunities.
- Create systems to prevent errors in data collection and calculations.
- Assist the CFO in presenting reports to senior executives, stakeholders, and board members.

Rifix Group- Finance Manager

August 2008–July 2013 / Jeddah

- Submit financial reports and interpret financial information to administrative staff while recommending further actions.
- Financial planning, forecasting, budgeting, and analytical activities that support the company's decisions.
- Advise on investment activities, obtaining funding, and managing credit.
- Monitor payments, cash balances, cash forecasts and manage banking relationships.
- Preparation of external audit works and coordination of relationship with external auditors.
- Manage the financial controlling activities, including transactional accounting, technical accounting, and audit activities.
- Manage the financial systems, oversee the inputs and update the financial data in the business controlling tools.

Blueprint Communications- Accountant

August 2007–July 2008/ Jeddah

- Coordinate the preparation of financial statements, financial reports, special analyses, and information reports.
- Monitor and review accounting and related system reports for accuracy and completeness.
- Prepares and processes payroll documents needed to implement payroll/personnel transactions.

OTHER EXPERINCES

Food & Beverage Franchise

June 2007 to 2018 (Saudi Arabia)

Established franchise branches of Barn Café in North Area which Aljouf, Tabouk and Hail. Working with the company to plan for their financial futures by offering information and guidance on topics that include taxes, investments, and insurance decisions. Consulting firms that focus on the financial needs of specific businesses or industries. Analyse and review budgets and expenditures for local and private funding, contracts, and grants.

Power Hands Cleaning Services – Owner

June 2014 – Present / Dubai

Power Hands Cleaning Services & Maintenance, we have been in the residential and commercial cleaning business for almost a decade, we have developed an excellent reputation for quality, honesty and reliability with our customers and all who have availed our services, by continuously improving our procedures and having well trained and best-motivated team, we are committed to a safe and healthy working environment. We also respect our client's privacy in their homes and offices and respect our environment by using bio-friendly products.

COURSES

2011 Bloomberg Institute Assessment (BIA)- Australia

2009 Academic Advance in English – Australia

2006 English course in British Council

SKILLS

