



Ahmad Ziad Khallad

Accountant
Jordanian

 Jul 22, 1990

 Mobil No.: +966 504188938

 Ahmad.khallad@yahoo.com

 Saudi Arabia - Riyadh

PERSONAL SKILLS

- Hard Working
- Team Work
- Social Media
- Time management

LANGUAGES

ARABIC

ENGLISH

Accounting Software

- Lynx by ORACLE
- IFAD
- Microsoft Dynamics 365



Objective

I'm looking for new opportunities where I can fully utilize my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

Education

- Bachelor's degree of Accounting
From Al - Zaytoonah Private University.
- Practical Accounting.
- Excel advanced.

Work Experience

Employing Agency : Arabian United Float Glass Company
Aug, 2019 To Aug, 2021

Title of Position : Accounts payable manager


Job Responsibilities:


- Analyze any changes that may occur to the company, and any financial matters related to it, and advise management staff.
- Developing external relations with the necessary contacts, such as auditors, attorneys, those working in banks, and legal institutions.
- Handle all local purchasing and check supplier payments.
- Staff Supervision.
- Process & review all GPS's Files and send the bank transfer letters for all companies , check and review the final settlement and process the payment.
- Analyzing financial returns and forecasting any future financial matters that may happen to the company.
- Investing money at its best.
- Dealing with suppliers and solving all their problems.
- Inventory cash at the end of each month.
- Cooperating with the administration in formulating its general strategic directions.
- Supplier account matching procedure.
- Opening LC and following them to the end.
- Holding a weekly meeting with the purchasing department.



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Work Experience

د. سليمان الحبيب
DR SULAIMAN AL HABIB
المجموعة الطبية medical group



Employing Agency Dr. Sulaiman Al Habib Medical Group

Jul, 2014 To Jul 2019

Title of Position : Accountant

Job Objective:

to handle Payable Accounting matters and Payroll in Head Office and review branches

payment and Payroll before Payment to supplier and staff

Job Responsibilities:

- Fixed Assets Management.
- Account receivables.
- Account payables.
- Handle all local Purchasing and Chick supplier Payment.
- Do Bank Reconciliations and consolidation of G/L accounts.
- Process & review all GPS's Files and send the bank transfer letters for all companies under Habib group Check and review the final settlement and process the payment.
- Handling Housing & accommodation payment (Hotels – Rental – Maintenance contractor ...) EBIT allocation. Various other tasks assigned by Accounts Manager and Finance Director.
- Working in all modules of Lynx by ORACLE (Accounting software). VAT (Entry restrictions, Control, Collection)
- Dealing with suppliers and solving all their problems
- Inventory cash at the end of each month



Ahmad Ziad Khallad

Sr.Accountant
Jordanian

Jul 22, 1990

Mobil No.: +966 54 8495564

Ahmad.khallad@yahoo.com

Saudi Arabia - Riyadh

PERSONAL SKILLS

- Hard Working
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LANGUAGES

ARABIC

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Accounting Software

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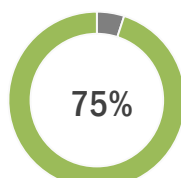
Work Experience

Employing Agency: Advisory Group Mar, 2012 To Mar, 2014
Title of Position: Auditor

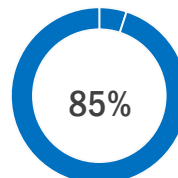


- Prepare the organization of daily accounting operations
- Preparation of Financial Statements (Statement of Financial Position, Statement of Income, Statement of Cash Flows, Statement of Changes in Equity).
- Provide internal audit services.
- Modern financial analysis of periodic and annual financial statements and the extraction of indicators of future trends of enterprises.
- Preparing inventory costs and warehouse follow-up.
- Provision of tax services
- Preparation and submission of tax returns.
- Periodic stock inventory
- E-marketing services
- Debt Collection
- Registration and licensing of companies
- Follow up most commercial transactions with banks, insurance companies and government departments

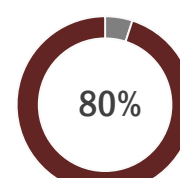
PROGRAMMING TOOLS



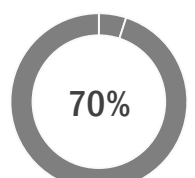
WORD



EXCEL



PowerPoint



Access

