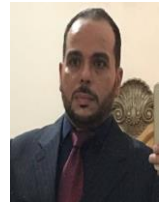


**Ahmed Sallam, Jeddah, Saudi Arabia**

(00966) 503606824 ■ asallam112@gmail.com



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## **OBJECTIVE**

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To continue my career for 20+ years of handling Finance projects in the big companies, I'm Looking for the honor of joining an organization will utilize my management, supervision and administrative skills to benefit mutual growth and success, and has a reputation of excellence in its field,

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## **Education & Skills**

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### **PERSONAL INFORMATION**

- Date of Birth: 11 Feb 1979
- Nationality: Egyptian,
- Visa Status: Residency Visa (Transferable)
- Marital Status: Married +2
- Languages: Fluent in English, Arabic,

### **Education**

- Bachelor's Degree in accounting,
- Ain Shams University
- Faculty of Commerce.
- Graduation Year 1999.,

### **Computer Skills**

- Keen user of ERP (**Oracle -SAP - Microsoft Dynamic AX - .... etc.**) Applications,
- Keen user of Microsoft office (Access –Excel- Word).
- Keen user of the internet.

### **Course:**

- Team working and time management – 2012,
- Leadership and Team Building – 2014,

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## PROFESSIONAL EXPERIENCE

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### **Chief Accountant - Arrow beverage factory – (Holsten – Moussy) (Carlsberg Co packing)May 2014 – Present**

#### **Highlights:**

- Start up the ERB system (Microsoft Dynamic AX) in All Modules,
- Setup trial Chart of Accounts as finance requirements for the new ERB,
- All finance reports Building,

#### **Key Responsibilities:**

- Preparation of monthly, quarterly and annual financial reports
- Preparation of monthly, quarterly and annual budget execution reports Maintaining accurate and up to date records of all financial transactions.
- Recording, classifying, and summarizing financial transactions and events in accordance with accepted local accounting principles and financial reporting standards.
- Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
- Ensure the timely reporting of all monthly financial information.
- Take the decisions on the bank's transactions and bank's requirements on daily basis.
- Ensure an accurate of the data which coming from Sub ledgers to general ledgers,
- Reviewing vendors and customers aging to take the suitable actions,
- Reviewing all vendors' and customers' payments Collections and their priority with cash flow,
- Reviewing advance payments for vendors & Customers and follow up it,
- Reviewing the fixed assets and depreciation rates and its' final balances,
- Ensure the accurate and timely processing of payroll,
- Ensure the monthly and quarterly Bank activities are performed in a timely and accurate manner.
- Handling budget and forecast activities.
- Monitoring and analyzes the finance department's Performance to develop more efficient procedures while maintaining a high level of accuracy.
- Advises staff regarding handling of non-routine reporting transactions.
- Responding to inquiries from the Director of Finance, or other managers' requests regarding financial results, special reporting requests.
- Supervise the finance team to reach to a clean and timely year-end audit.
- Supervise the general ledger's group to ensure all financial reporting deadlines are met.
- Assist in development and implementation of new procedures to enhance the workflow of the department.
- Provide training to new and existing staff as needed.
- Work with each direct report to establish goals and objectives for each year and monitor and advise on the progress to enhance the professional development of staff.
- Support the finance Manager with special projects and workflow process improvements.



**Senior Accountant - Al-bayan for hotel management Co**

**Aug 2003 – Jan 2006**

**Key Responsibilities:**

- Receivable accounts leading,
- Reviewing Customers contracts (Rent – Incentive,
- Handling the provision accounts for receivable,
- Payable accounts team leader,
- Handling all vendors accounts,
- Handling the provision accounts for payable,
- Reviewing expenses & compare it with budget,
- Handling assets accounts,
- Bank transactions & reconciliations,
- Reviewing store stocks & its documentary cycle)

**Accountant in audit section - Tiba Food Company for food Industrial**

**Aug 2002 – June 2003**

**Key Responsibilities:**

- Reviewing Sales (invoices – Discounts – Promotions)
- Reviewing Warehouse documents & documentary cycle,
- Reviewing Purchasing (invoices – contracts – P.O.)
- Bank transactions & reconciliations,

**Accountant - Horizon Tourist & Hotel Project**

**1999 – Apr 2001**

**Key Responsibilities:**

- Start New Project and prepare new setup for startup It,
- Prepare the customers contracts to be ready for Using as (Rent – Incentive – Promotions),
- Organize customer accounts & monthly reconciliations,
- Prepare the provisions accounts and monthly entries for receivable,
- Handling sister companies accounts,
- Bank transactions & reconciliations,

Best regards,

Ahmed R. Sallam

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