

AHMAD M. AI SAFOUTI

Contact : 00966-56-068 0087

E-Mail : asafouti@gmail.com

Location: Dammam, Saudi Arabia

FINANCE MA FINANCE MANAGEMENT PROFESSIONAL – Director, Accounting Manager / Finance

- ✓ illustrious career in leading financial and business process; ability in increasing revenues, Monitor and decreasing expenses and developing profitable and productive business relationships with decision- makers.

❖ PROFESSIONAL OVERVIEW

- ▶ effective budgetary controls and cost controls and cost reduction techniques, increased profits through financial governance that enable effective achievement of agreed profitability targets and service levels in compliance with budgets, plans and forecasts in a timely manner
- ▶ apt in developing risk mitigating financial policies to support rapid growth, continuously evaluating internal controls environment, and ensuring that stringent controls and compliance standards are maintained, sustainable business success and support rapid growth
- ▶ good experience in finance, accounting, VAT, ZAKAT and Tax declaration coupled with hands-on experience in supervising and monitoring overall activities of stores, sales.
- ▶ Skilled in general liaising with Corporates, Suppliers, clients, managers, employees.
- ▶ Verifiable experience in recommending and driving enhancements of company-wide IT/ERP systems in line with internal control and business requirements.
- ▶ Functional knowledge in managing accounts of several major companies such as Insurance, Trading, Industrial and Schools.

Leadership Skills & Personality Traits:

- **Excellence in leading a team** and engaging in evaluating / enhancing performance of team against the set targets, participating in recruitment, training the new team, doing promotion planning and providing valuable feedback for improvement
- **Strong skills in the smallest details of business**, team building and relationship management, translates business goals into successful outcomes through strong analytical and problems solving skills.

Responsibilities & tasks:

- Responsible for Wages protection system -WPS, Payroll, Petty Cash, and General Expenses Voucher, Monthly provisions, End of service Indemnity.
- Prepare JVGS and reports of fixed assets and calculating depreciation.
- Approve / reject the bills and expenses, according to company internal policies.
- Control Debit & Credit notes, monitor branches intermediate accounts, Prepare, follow-up accrued expenses and prepaid expenses.
- Responsible for the company's rents, advertising, subscriptions and memberships.
- Preparing Monthly statement of Accounts for clients, Reconciliations, and quarterly Confirmations, Responsible for accounts receivable and payable.
- Responsible for budgetary control including targets, achievements, and variances; verifying bank reconciliations, payments, reimbursements, accounts receivable/Payable, billing, and expenses; physical verification of stock and cash.
- Maintaining banking relationships with existing institutions, implementing a Cash Management.
- Reviewing budgets (sales, expenses, payroll, utilities, general administrative expenses, etc.) and reporting variation analysis based on monthly and annual bases.
- Preparing and reporting the financial statements (Statement of comprehensive Income, financial position, owners' equity and cash flow)
- Conducting analysis of expenses to identify variance, if any, over different periods, and providing dashboard reports to management.

■ RECENT EMPLOYMENTS

Accounting Manager ▶ Arabian Seals Company Ltd. - Reporting to C.E.O & G.M.

To Present...

Highlights of the Role:

- Entrusted to accountability of all Company's functions, full management of financial matters related to the factory and Administrations (Inventory, Procurement, Sales, and HR)

Chief Accounts ▶ Arabia insurance Cooperative Company - Reporting to C.F.O

April 2009 to April 2019

Highlights of the Role:

- Entrusted with the accountability of three branches exist in eastern area where each branch is financially independent & consolidated accounts in addition to full management of financial matters related to the Human Resources Department

Senior Accountant ▶ TAMER Group - Reporting to Accounting Manager

April 2007 to March 2009

Highlights of the Role:

- Manage finance activities for FMCG Division / Consumer Department.

■ EDUCATION QUALIFICATION

B.Sc. in Accounting 2006

- Applied Science Private University, Amman – Jordan

CPA Courses 2013,

- Complete Course for Certified Public Accountant (CPA) from Baker Institute of Professional Education.

Technical Capability:

- Experience in effectively employing MS Office utilities (Word, Excel, Outlook, and PowerPoint), ERP systems (ODOO, ORACLE, SAB, QUICK BOOKS), Peachtree, Multi Ledger, Easy Store, and Internet Applications.

■ PROFESSIONAL ENHANCEMENT (Training)

- General Accepted Accounting Principles (GAAP).
- International Financial Reporting Standard (IFRS).
- Budgets and Cash Flow reports.
- Cost Center & Cost control.