

Osama Al-Mashwaki

Finance Manager

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Career Objective

To obtain a good position in a high growth company with considerable advancement opportunities in **Finance, Auditing and Consultation**, that requires responsibility and utilizes my experience in those areas.

Personal Information

Birth Date: 1 July 1976
Gender: Male
Nationality: Palestine
Visa Status: Residency Visa (Transferable)
Residence Location: Jeddah & Riyadh, Saudi Arabia
Marital Status: Married

Experience (22 Years)

*** The skill of linking and controlling accounting between the different departments of the company, such as projects, purchases, sales and warehouses**

Areas of expertise include;

- Financial Control & Costing
- Strategy Development & Modeling.
- Financial Planning & Budgeting.
- ERP Implementation.
- Management Consulting.
- Zakat & Taxation.
- Restructure Departments

June 2020 - Present:

Finance Manager.

Al Sawaed Contracting and Building Development Co.

Riyadh - Saudi Arabia,

Responsibilities:

- Responsible for all financial and fiscal management aspects of company operation. Analyses and monitoring all transactions.
- Prepare monthly and quarterly financial statement in compliance with the statutory/regulatory norms
- Controlling revenues and expenditures (controlling liquidity in proportion to the company's estimated budget
- Analyzing the balance sheet items and submitting reports to management
- Preparing monthly VAT & ZAKAT reports.
- Review and recommend decisions (operations, investments, projects, etc.) with major financial implication and flag risks.
- Develop business plans, budgets, and financial results to guide management decisions by forecasting requirements, scheduling expenditures, analyzing variances and initiating corrective action.
- Evaluating and studding a company activities and transactions. Find solutions for problems. Study done by :
 - Define Problems.
 - Analysis Problems.
 - Generating possible Solutions.
 - Analyzing the Solutions.
 - Selecting the best Solution(s).
- Training and guidance staff to increase work efficiency.
- Methodology of work flow between all Department and sections.
- Restructuring the Finance department and other departments.
- Negotiating and monitoring Bank Facilities.

May 2010 Chief Accountant (Assistant Controller)

– May Jabal Omar development co.

2020: Makkah - Saudi Arabia,

Responsibilities:

- Handle full spectrum of financial and cost accounting role e.g. AR, AP, GL, forecasting, budgeting etc.
- Responsible for day to day finance and accounts operations
- Perform full set of accounts and ensure timely closing of accounts.
- Perform project cost forecasts/budgets, cost tracking, monitoring and controls.
- Responsible for timely monthly consolidated financial statements, payments, cash-flow, management reporting
- Review & approve payment vouchers & journal entries

- Perform cash flow forecasting, budgeting and working closely with the operations and project teams in analyzing margins, variances and cost analysis.
- Issue project cost reports for review and approval.
- Develop and maintain internal control and effective accounting system and policies for the set up.
- Work consultatively with the respective departments on cost reduction initiatives
- Issue project cost reports for review and approval.
- Review and approval of salaries with the Personnel Affairs Department.

January Senior Accountant, and Deputy Chief of Accounts

2003 - May Asyaf International Holding (Al-Osama Trading Co. Previous)

2010: Jeddah - Saudi Arabia,

Responsibilities:

- Prepare periodic financial statements and management reports.
- Prepare annual budget.
- Maintain General Ledger for the company.
- Reconcile accounts identifying discrepancies and rectifying errors.
- Ensure accuracy of Financial Reports by generating various complex system reports and audits calculation, e.g. billing, payroll processing, and accounts payable.
- Ensure accuracy of Accounts Payable Reports by evaluating all disbursements and ensure reconciling discrepancies.
- Assist project teams in preparing Manpower Budget by reviewing budget requirements and estimating manpower cost budget.
- Attend regularly scheduled Departmental Meetings by participating and providing required information through presentations and discussions.
- Ensure that the financial and accounting procedures are being followed.
- Attend regularly scheduled departmental meetings.
- Established EMS accounting program being supported by Oracle database.

July 2000 - Senior Accountant

January Al-Jouf Water Company plant health (Hilwa)

2003: Al-Jouf - Kingdom of Saudi Arabia,

Responsibilities:

- Review all financial transactions in the branches whether expenses (reimbursement of petty cash), receipts, bank deposit, return checks, stock adjustments, invoices or return invoices.
- Review the customer reconciliation and prepare the aging analyses.
- Prepare the Bank Reconciliation for branches banks.
- Review the salaries related to branches employees.
- Prepare the necessary documents related to suppliers debit notes.
- Prepare the sales commission.

November Public Accountant

1998 - Jana Agricultural Company

June 2000: Al-Jouf - Kingdom of Saudi Arabia,

Responsibilities:

- Control of petty cash transaction and perform internal auditing of all transaction before making the petty cash replenishment
- Check & Verify Purchase Orders as to amount, reference, payment terms, delivery lead time, order status, etc.
- Review Requests for Payment and Approved Purchase Orders subject for payment and ensure that supporting documents is received such as invoices, shipping documents, signed delivery notes and emails/correspondence if necessary.
- Check due dates of PR/ invoices and make schedule for payment using respective payment terms per vendor.
- Preparation of different type of vouchers i.e. General Voucher, Payable Voucher, Debit & Credit notes, with the correct account classification and cost centers.
Prepare Payment Voucher for due payments and upon payment authorization advice the vendors for the payments made.

Education

September 1998 **University of Applied Sciences, Amman, Jordan**
Bachelor's degree / higher diploma, Accounting

Skill	Skill level	Years of Experience	Last Used
EMS – Oracle Financial Application	Professional	5 years	More than 9 year
Aswaq Financial Application	Professional	5 years	More than 4 year
SAP-Business One	Professional	4 years	2016 - 2020
SMACC	Professional	1 year	Current

Languages**Skill level**

Arabic	Mother Tongue
English	Intermediate

Memberships

Organization	Membership/Role	Member since
Academy Golden Body	Associate Member	July 2007
SOCPA	Associate Member	September 2007

Training

Training Institute Name	Duration	Type of Training	Certificate
Computer Consultants	3 Months	Word, Excel. Dos, Windows	Comprehensive Computer Course
Jordan Islamic Bank	2 Months	Banking Finance Training	Certificate of Internship
Asyaf International Holding (Al-Osama Trading Co. Previous)	1 Day	Total Quality Management (ISO9001-2000)	Certificate of TQM
Center for Training smart idea	1 Day	Effective Time Management	Workshop – Time Management
Jabal Omar	1 Day	Five keys to create loyalty among employees	Workshop – Effective Employee
Trainera	1 year	Managers Foundation Certificate	Certificate

References

Name	Job Title	Phone Number
Mostafa Al-Saad	CFO	+962 7 9284 5080
D. Sahl Gazzaz	Managing Director	+966 50 117 6677