



Personal Information

- Nationality: Saudi
- Sex : Male
- Marital Status: Married
- Date of birth: 19 Mar. 1987

Professional Profile

An energetic, self-motivated and adaptable. Able to use own initiative and team player skills. An effective communicator at all levels within the organization, flexible with new work environment.

Objectives

Seeking a position in an organization where my experience, education and abilities can be fully utilized and enhanced through a professional growth. To use the skills and knowledge I gained through both, academic and work experience in the most effective, reliable and efficient way to overcome any obstacle.

Academic Qualification

- Master of Accounting from Queensland University of Technology (Australia) 2015.
- Bachelor of Accounting from Ajman University of Science and Technology (United Arab Emirates) UAE, 2012, with an AGPA 3.50 out of 4.

Professional Experience

Sinopec Tech Middle East LLC. From: Nov, 2020 Present

Senior accountant

Job Description:

- General accountant tasks that include and limited to:
 - Bookkeeping PV/JV
 - Monthly closing, quarter and year end.
 - Preparation of financial reports.
 - Prepare and check vouchers to the underlying documentation and verify their correct input to the accounting system.

- Ensure proper adjustments are processed correctly
- Bank
 - Conduct monthly reconciliation
 - Processing payments for vendor
 - Fund management.
 - communicating with bank personnel for company accounts matter
- Internal & external auditors responsibility
- Government accounting related tasks and filling.
- Managing employee benefits and processing monthly payroll.
- Fixed assets management.
- Managing account payable transactions and monthly reconciliation.

Wala Insurance Company From: Oct, 2019 Oct, 2020

Senior accountant

Job Description:

- Prepare all monthly brokerage commission and sales executive commission, and update accounts payable and perform reconciliations.
- Maintain proper and complete filing for all accounting documents, journals, invoices, reconciliation and trial balance for external audit and regulatory purposes;
- Inter-company reporting, prepares management reports and financial statements, and other relevant duties as assigned by the management.

Deloitte & Touche Tohmatsu, Middle East region From: March 2016 to: Sep 2019

Auditor

Job Description:

My main goal when performing auditing procedures for clients during the final and interim audit were to identify risks that are material to the financial statement. This come by understand the business, accounting process and the entity's environment; and then comes the,

- Substantive testing
- Controls testing
- Test of Analytical procedures
- Stock count
- Preparing financial statements, and management letters in accordance with the Firm standards.

Alkhorayef Petroleum Company From: April 08 to: Jan 10

Accountant

Job Description:

The most important duty for me was recording the expenses and revenues, posting, dealing with the creditors and then comes the,

- Bank reconciliation.
- Monthly accounting close processes
- Monthly accrual processing
- Writing checks.
- Answering phone calls.
- Analyzing and updating accounts of the balance sheet.
- Preparation of assets, liability and capital accounts.
- Participate in monthly close activities.

My Participations

1. (AAT) association of accounting technicians (completed the first level) in Bahrain 2009.
2. The ACCA Diploma in IFRS (DipIFR) candidate
3. Financial manager for a not for profit organization called " Shabab Brisbane Inc." Australia 2013-2014

Languages

Fluent in:

- Arabic: Reading, Writing, Speaking.
- English: Reading, Writing, Speaking.

Personal Skills

- Solving Problem
- Team work
- Communication
- Reliable and fast learning
- Research
- Self-development

Knowledge and Skills

PC Programs

(a) MS office

- Database (MS Access) including querying, sorting, filtering, reporting, importing & exporting data
- Spreadsheets (MS Excel) including complex accounting equations, predictive analysis, pivot tables, graphical visualisation, data tables, VLOOKUP and IF statements.

(b) Myob (beginner)

(c) Accpac (beginner)

(d) SAS Enterprise guide

- (i) SAS Enterprise Guide: statistical analysis, correlations, distribution analysis, queries, filtering, summary tables, joining tables and advanced queries.

(e) Insurance Management system (IMS)

- (i) Advance skills

(f) Focus solution software

- (i) Advance skills

Industry knowledge

- a) Financial analysis
- b) Financial reporting
- c) Financial accounting
- d) Strategic planning

I shall be very glad to submit any further details and upon your request