EMAN MOHAMMED AL-AMER
Saudi Arabia
Mobile: +9665 91180688
+966 5 99988811
Email: alamer.eman00@gmail.com

Summary:
An Accomplished, Ambitious And Determined , Who Demonstrates Successful leadership and Problem Solving Skills With The Ability To Quickly Build Genuine Rapport And secure Competitive bond With Others.

Education& Certification

King Saud University   **2010**
Bachelor's Degree (Accounting)

SOCPA Certificate   **In progress**

Courses &Workshop:

-Principle Of Financial Accounting (Accounting Framework)
-Principles of Financial Accounting (Accounting Sycle)
- Adjustments Entries and Financial Statements Preparation
*Attended (The Internal Audit, Its Importance & Future Organization) Workshop

Experience:

SRACO   **Apr'2019 – Present**
Position: Accounting Staff Supervisor: (Oracle Cloud)
-Manage Accounting Functions That Include cash Management & Flows, projects' custodies, general Ledger And Custodies Reporting.
- Suggest And Improve The plans to manage and control projects' custodies And supervise their implementation.
-Supervise And Lead The Accounting Team Which Include (Projects Accountants, Cash Custodies Accountants) , Task distribution &Supervising its implementation as required.
-Provide Supporting for The Monthly Adjustment &Closing Key Accounts**.**
-Submit the final monthly Reports Related to Custodies to the financial manager.

Azmeel Contracting Co.   **2011- Feb 2019**
Position: General Accountant.
Oracle EPR (Financial) 11.5.9 and 12.1
- Accounts Payable- Invoice Entry-Invoice matching Against P.O And Validation - Create Advance Payment.
- Oracle HR Payroll- Employee Monthly pay slips Overtime Sheet- Adjustments - Employee Benefits.
- Oracle Financial Cash Management (Projects Expense Report- Government Expense Report).

- Prepare Bank Reconciliation, Analyzing Th Difference Between Bank Balance & Ledger Balance.

Skills & Expertise:
Communication, Team Work , Project Management, Microsoft Office , Leadership, Organization Skills, Time Management, Employee Relations.

Language
Arabic – English