



Rami Mohamed Saad Elkot

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PROFESSIONAL JOB EXPERIENCE

DESIGNATION	COMPANY NAME	LOCATION	YEARS OF EXPERIENCE
Senior Accountant & Payroll Manager	Seyada LLC	Dammam KSA	9 Years (2013-Present)
Senior Accountant	Al-Jawhar Real Estate	Al Khobar KSA	1 Year (2012-2013) Part time
Senior Accountant	Al-Qhatany Crusher	Dammam KSA	1 Year (2011-2012)
Senior Accountant & Marketing	Mlameh Group	Egypt	3 Years (2008-2011)

Occupation: Accountant
Date of Birth: 16/10/1984 AD

OBJECTIVE

To secure a position where I can utilize my knowledge and skills in the field of Marketing and Accountancy where I can grow personally and professionally.

EDUCATION

Faculty of Commerce
Industry Accounting

Kafr El-Sheikh University,
Egypt
2008

SKILLS & KNOWLEDGE

- Ability to work well under pressure
- Analytical skills
- Administration and Management
- Personnel and Human Resources
- Management of Personnel Resources
- Adaptability/Flexibility

SUMMARY OF JOB DESCRIPTION:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with government and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains clients & suppliers confidence and protects operations by keeping financial information confidential.
- Make payroll files and send it to the bank to make remittance.
- Contribute in the implementation of marketing strategies.
- Support the marketing manager in overseeing the department's operations.
- Liaise with stakeholders and vendors to promote success of activities and enhance the company's presence.
- Collaborate with managers in preparing budgets and monitoring expenses.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Rami Mohamed Saad
Applicant Signature