



Mohammed Abdul Rahim Osman, CFC, CBA, COBIT2019, CAT and CIA .

Career objective

I am looking for suitable position with well-organized company, Creative Atmosphere, in order to spend my effort in the right place.

Contact Information & Address

Mobile phone: +966504105168

E-Mail : **osman_moh@yahoo.com**

Summary

Nationality : Sudan
Current Location : Taif, Saudi Arabia
Last position : **Finance Manger**
Company : Edarah for Construction & Building

Summary of Qualifications

- Over 20 years' experience thorough knowledge of the principles, procedures and practices of accounting and financial records and transaction.
- Exceptional knowledge of audit procedures, including planning, techniques and test methods involved in conducting audits.
- Profound knowledge of computerized accounting and auditing record keeping systems.
- In-depth ability to gather, analyze and evaluate facts and to prepare and present concise oral and written reports.
- Ability to maintain current knowledge of developments related to business matters of interest to internal audit, particularly legislation changes and developments as they affect business, and new auditing techniques and practices.
- Ability to establish and retain effective working relationships with other staff and to communicate clearly and effectively, both orally and in writing.

Professional Experience

From October 2021 - to Present: Edarah for Construction & Building. Altif, Saudi Arabia **(Finance Manger)**

- Develop and manage annual and multi-year budgets that are adequate for the organization's needs including preparation of periodic budget forecasts.
- Prepare and maintain cash flow analyses as needed.
- Analyze monthly financial statements (balance sheet, income statement, and statement of cash flows) and effectively convey analysis to staff as requested.
- Assist in preparing year-end books for audit.
- Ensure operational compliance with policies, procedures and regulations for any necessary entities
- Process vendor payments and check requests.
- Process employee reimbursements including managing employee credit card charges and reconcile credit card accounts.
- Reconcile bank accounts and general ledger accounts as assigned.
- Respond to inquiries from staff regarding budgets, deposits, disbursement and grant reporting requests.
- Assist in reconciling all balance sheet and income statement accounts on a monthly/quarterly basis as indicated by the monthly closing schedule.
- Process payroll and report payroll taxes for the organization.
- Perform basic office management duties as requested.

From Sep. 2014 - to Oct.2021: Haji Abdullah Alireza Company LTD. Jeddah, Saudi Arabia **(Corporate Internal Auditor)**

- Develops annual audit program covering all types of procedurals, operational and financial audit of all companies and activities.
- Plan, organize and carry out the internal audit function including the preparation of an audit plan, which fulfills the responsibility of the department, scheduling and assigning work and estimating resource needs.
- Implements approved program, involving such diverse duties as checking implementation of policy and procedures throughout the companies to ensure a system is in place, which ensures that all major risks are identified and analyzed, on an annual basis.
- Involves reviewing and checking financial transactions accuracy, timeliness and relevance or entries such as receivables, payables, cash and deposits, sales and stocks inventories balance to ensure that management control, including internal accounting controls, are designed to safeguard companies' resources, promote companies' growth and ensure compliance with policy and statutory laws and regulations of the KSA.
- Analyzed operational and management processes and system controls' effectiveness and efficiency in view to improve them and propose value-added recommendations.
- Conduct any reviews or tasks requested by trustees, the audit committee, chief executive or finance director, provided such reviews and tasks do not compromise the independence or objectivity of the internal audit function.
- Prepares draft report of findings after each audit, noting defects, faults or inaccuracies in procedures, records, accounts, etc. submits draft with recommendations and conclusions to department concerned for review and comment. As approved prepares complete audit report for department review and checking.
- Coordinate coverage with the external auditors and ensure that each party is not only aware of the other's work but also well briefed on areas of concern.

From Dec 2002 – Jan 2014 - Saudi United Fertilizer Co. / Al-Asmida. Jeddah, Saudi Arabia

(Senior Accountant)

- Supervising the International purchasing system from sales and purchase forecast, order conformation up to cost of goods purchased and adding to inventory. That included allot of process chain like preparation the LC application and checking the LC swift, Murabaha and Tawarog finance Contract.
- Reviewing the employee end of services and vacation to ensure it applying the regulation of employment and handler's bureau and the breakdown is correct .
- Controlling and supervising the Accounts team, logistic and warehouse.
- Ensuring balance revenues & review all expenses and transfers.
- Participate in prepares yearly sales and purchasing forecasts and operating and financing budgets.
- Performs, analyze and evaluation accounting problems, to organize assigned work, and develop effective solutions.
- Maintain internal control procedures that ensure inventory, fixed assets related and accounting transactions are accurately completed.
- Preparation of all financial, quarterly reports and another report require from management.
- Inspections that inventory tracking, reconciliation, cost of sales reporting, variance & account analysis are well done.
- Facilitate sales forecasting and performs budgetary reports and ensure that the controls are in place and they are adhered to at all the time.
- Oversee and contribute to financial analysis reports including cash flow system and coordinate reporting, so as all parties financial reporting needs are fulfilled.

From May 1997 to Oct 2002 - Silki La Silki National Telecom Co. (STC BOT Project)

(Senior Accountant)

- Performs the complex accounting work involved in the installation, operation, and auditing of accounts.
- Review accounting systems to determine the efficiency and protective value.
- Performs the treasury activities including cash flow management, processing payables and daily reporting.
- Reviewing complex and varied financial transactions and records to ensure that concerned regulations.
- Reviewing daily / monthly journal entries based on analysis of company General Ledger.
- Ensure physical inventory is accurately and correctly stated.
- Gathering & reviewing supporting documentation to ensure assets are being capitalized v.s expensed, updating and maintaining (i.e. reconciling) the fixed asset sub-ledger, calculating and booking all depreciation entries, as well as running various reports pertaining to the depreciation.
- Preparing monthly financial reports that include accounts payable reconciliation, account receivable reconciliation, cash flow report.
- Contribute to the business financial planning process through provision of financial analysis and cash flow projections.
- Coordinate, Lead, and Participate in Physical Inventory Cycle Counts ensuring company inventory records mirror actual balances.
- Perform bank reconciliation.
- Perform simple analytical reviews on various accounts, such as financing expenses, accrued expenses, payables, and payroll expenses.... Etc.
- Maintain accurate accounts records, controlling day-to-day finance & service activities of the company, assure policy implementation, initiate proper communication and feedback with the line manager.

From Feb 1993 to Mar 1997 - Nile Petroleum (Total International) - Sudan

(Accountant)

- Prepare the J.V for all accounting actions.
- Preparation of reports (Sales & Operation).

- Prepare the **Receivable** reconciliation.
- Prepare closing period procedure & inventory instructions.
- Investigate in order to get understanding of business & flow of documents.
- Participate in a business permanent & temporary committee.

Other Skills

- - *Auditing Activity.*
- - *Accounting analysis.*
- - *Research & date collection.*
- - *Performance measurement.*
- *Corporate analyses*
- - *Bank Reconciliations.*
- - *VAT*
- - *Financial analysis*
- - *Due diligence*
- Ability to examine different department activities for compliance with financial policies.
- Ability to develop financial plans and manage resources.
- Ability to review projects progress reports to analyze achievements compared to budgeted figures & expenses.
- Ability to oversee and guide the implementation and abidance to financial processes, procedures and methods ensuring understanding of all members of both department and business unit and availability of adequate documentation in support of that .
- Ability to supervise the teamwork and maintenance of essential records and files.
- Ability to control overheads and oversee all financial aspects of the company relating to operation and services.
- Developed interpersonal and communication skills.
- Self-confidence.
- Negotiation and influencing skills.
- Ability to working with several applications.
- Ability to work under-pressure and single handily with minimum supervision.
- Zakat & tax follow up & reporting, provisions.
- Knowledge of the principles, methods, and procedures used in accounting.
- Knowledge & expert of international investment risk (financially – administrative Arab country) .

Education

Apr 22	- The Institute of Internal Auditors <i>Certified Internal Audit - CIA</i>	- USA
Oct 21	- SOCPA - Certified Technical Account - CTA	- KSA
May 20	- The ISACA <i>COBIT 2019 Foundation</i>	- USA
July 06	- The Chartered Association of Business Administrators <i>Chartered Business Administrator - CBA</i>	- Canada
May 06	- The Institute of Financial Consultants <i>Certified Financial Consultant - CFC</i>	- Canada
Sep 00	- Jawada Company <i>Certified Internal Auditor (In Quality Management System - QMS)</i>	- Riyadh, KSA
Mar 1992	- Cairo University / Khartoum Branch <i>BSc Commerce - Economic, Bachelor</i>	-Khartoum, Sudan

Operating systems:

- Oracle Finance Advanced and ERP systems.
- Internet navigation.
- Microsoft office (Excel & Word & Power Point).

Languages

- Language: Arabic / English, speaking and written.

References

Name: Mr. Ibrahim Abdul Halim
Mobile: 0502220620
Email: iahalim@alireza.com
Title: CAE

Name: Salah Al Alwey
Tel: 012 - 2841130 Ex. 121
Email: salahalalwey62@yahoo.com
Title: Finance Manager

Declaration:-

I hereby declare that the above information are true and correct to the best of my knowledge.

Mohamed Abdel Rahim Osman