

Salman Atallah



👤 08/09/1993

📍 Jordanian

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👤 SUMMARY

Experienced Senior Accountant with more than 6 years of practical experience in one of the largest groups in KSA successful at cultivating effective working relationships at all levels while driving improvements to budget administration, expense tracking and forecasting of future financial needs. Proven track record of performing work ethically while maintaining integrity of all financial data.

📁 WORK EXPERIENCE

📅 09/2016 – PRESENT 📍 RIYADH, KSA

Senior accountant Al Jammaz Group

- Post and process daily journal entries in general ledger book to ensure that all information will be accurate and immediately available when needed.
- Set up and improve accounting systems and processes to meet business needs and maximize operational success.
- +5 years of working on Microsoft Dynamics GP (ERP) and, management reporter system.
- Monthly adjustments for accruals and prepaid expenses.
- Monthly reconciliations for related parties' accounts.
- Allocate shared services cost for parent company on subsidiaries on a monthly basis.
- Prepare monthly standalone and consolidated financial statements according to IFRS.
- Study and analyze expenses on a monthly basis.

📁 WORK EXPERIENCE

- Monthly and year-end closing processes.
- Practice projects accounting.
- Quarterly calculation of sales commission for sales representatives based on sales, gross margin profit and, collections.
- Monthly calculation of slow moving inventory provision according to company policy.
- Collaboration with (KPMG) external audit team, one of big 4 audit firms.
- Prepare mapped financial statements for interim & final audit purposes.
- Write annual financial statements report with footnotes.
- Analyzed financial audit information and made recommendations to improve efficiencies.
- Brought errors to near-zero in reporting and bookkeeping.
- Part of the team who handled the Project of replacing international accounting standards rather than Saudi standards.
- A key member of annual inventory team.

📅 07/2015 – 07/2016 📍 AMMAN, JORDAN

Accountant

Ayman Rasheed est. for Construction pledges

- Managing day-to-day financial operations.
- Prepare and follow up sales invoices.
- Prepare daily sales and purchases report.
- Provide the required documents, reports and presentations to owners.
- Monthly bank reconciliations Performed.
- Prepare monthly payroll for employees.
- Dealing with more than 50 vendors and customers.

📍 Riyadh, KSA

EDUCATION

 2011 – 06/2015  JERASH, JORDAN

Bachelors of Accounting | Excellence Degree

Jerash Private University

B.A of Accounting - Faculty of Economics and Administrative Sciences - Accounting department.


** The First on the accounting section for the second semester of 2014/2015.*

 2008 – 05/2011  AMMAN, JORDAN


High School Certificate (Literary Stream)

Ibn Abbas high secondary School


CERTIFICATES

 09/2014

Accounting skills development (ASD) University of Jordan

 10/2014

Management accounting Edison for accounting & business

 10/2014

Cost accounting Edison for Accounting & business


SKILLS


LANGUAGES


Arabic 

English 

COMPUTER SKILLS

MS Office: (Word, Excel, PowerPoint, Outlook) 

Microsoft Dynamics GP 

Management reporter 


MANAGEMENT SKILLS


Communication 


Time Management 

Leadership Ability 

ACCOUNTING SKILLS

General ledger accounting 

Financial statement review 

Accounts reconciliation processes 

Recordkeeping 