



SCAN ME

CONTACT

Jeddah - Saudia Arabia
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PROFESSIONAL SKILLS

Data Analysis
Standards Of Accounting
Marketing
GAAP
Payroll Accounting
TAX Computations
Project Management
Problem-Solving
Oracle ERB
SMACC
Quick Books
Financial Reporting

AHMED ALTAYB

ACCOUNTANT

PROFESSIONAL SUMMARY

A talented accounting personnel with 5 years of experience and outstanding knowledge in financial and Accounting field, is seeking to join a well-established and fast-growing firm to apply my knowledge and skills to benefit the mutual growth and success the business.

WORK EXPERIENCE

GENERAL ACCOUNTANT

Al-Shatei Business For Airport Services, Jeddah-KSA
Dec 2019 - up to Feb 2022.

- Preparing feasibility studies for large projects.
- Implement training for new hires and identifies training opportunities for current staff.
- Ensuring that financial reports comply with generally accepted accounting principles or financial reporting standards.
- Assisting external auditors and provides required statements and information for the annual audit.

FINANCIAL ACCOUNTANT

Al Shifa For Instalment Co. Ltd, AL Riyadh-KSA
Dec 2018-Nov 2019

- Prepare TAX reports for purchases and sales every four months according to the government TAX system.
- Forecast costs and revenues.
- Gather and monitor financial data (e.g. sales revenues and liabilities).
- Perform month-end and year-end close processes.
- Prepares monthly statements by collecting data; analyzing and investigating variances; summarizing data, information, and trends.

ACCOUNTANT-RECEIVABLE

National Aviation Services (NASPORT) Khartoum-Sudan
Nov 2017 - Dec 2018

- Receives manual charge note from Cargo & Operations Area, record and invoice as per customer.
- Prepares cargo invoices& GH Sales and receipts recorded in Oracle which is applied against these invoices.
- Making the variance report for monthly revenue.
- Prepares Sales Reports as per the flight schedule which is sent to A/Ls both on a fortnightly basis and month-end. Prepares daily cargo import cash sales summary as per the cargo system.
- Bank Reconciliation of Current Accounts for deposits with AR and Bank account.
- Send report to the Airlines for DO fee C/C and Excess Baggage.

PERSONAL SKILLS

Organized
Time Management
Attention To Detail
Work Under Pressure.
Creativity
Motivated
Teamwork Soul

LANGUAGE

Arabic: Native (Mother Tongue)
English: Intermediate

REFERENCES

Available Upon Request

WORK EXPERIENCE

ACCOUNTANT-PAYABLE

National Aviation Services (NASPORT), Khartoum-Sudan
Dec 2016 - Oct 2017

- Receive and verify invoices, transactions, and requisitions for goods and services and comply with financial policies and procedures.
- Prepare batches of invoices for data entry and enter them into Oracle.
- Maintain listing of accounts payable and maintain the general ledger.
- Prepares and submits to F.M all reports related to pending payments, account details, and other information related to daily, weekly and monthly activities pending.
- Audit HR salaries monthly and revise deductions, holds, loans and other pending activities before the final run.

CASHIER

National Aviation Services (NASPORT), Khartoum-Sudan
Aug 2016 - Dec 2016

EDUCATION

BACHELOR HONOURS IN ACCOUNTING. FACULTY OF COMMERCE
Al Neelain university | 2011 - 2015

TRAINING

Faisal Islamic Bank, Khartoum-Sudan
Sep 2015-Oct 2015 in sections:

- Current accounts, Electronic Clearing, Transfers, Documentary Credits, Treasury.

AWARDS

The employee of the Month-National Aviation Services (NASPORT).
Sep 2017

COURSES AND CERTIFICATES

UNIVERSITY OF KHARTOUM

Electronic accounting
Mar 2016-Apr 2016 in:
• Excel, SMACC, Quick Books.

MS Office & Computer Skills
Feb 2016-May 2016 in:
• Microsoft (Windows, Word, Excel, Access, PowerPoint 2007/2010).

General English-Advanced Level
Jan 2016 to Apr 2016.