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**Career Objective:**

- Seeking a position as a Chief Accountant, where I may provide my talents and extensive experience to contribute to the company's profitability while facilitating personal and professional growth.

**Educational Qualification:**

- Bachelor Degree of Accounting (**B.B.A**) from Beirut Arab University in the year 2012 – Lebanon.

**Work Experience:**

**COMPANY NAME** Advanced Metals Company for Mining. (AMCO)

**DESIGNATION** : Senior Accountant.  
**LOCATION** : Al-Khobar, KSA.  
**DURATION** : 06<sup>th</sup>. June 2020 till now

**Duties and Responsibilities**

- Prepare & distribute monthly financial reports Stretch Budget to store & cost /profit center.
- Bank Daily Monitoring with Necessary action.
- Prepare payment online for to local & international suppliers.
- Cash Management: Daily update regard to collections, supplier's timely payment to ensure meeting business requirements considering optimum utilization of the bank facilities.
- Review of the bank reconciliation, accruals & provisions, social insurance & Bank loans.
- Payroll system processing in cooperation with HR Dept.
- Monthly closing for Account Receivable (sales & inventory) & Account Payable.
- Production costing & pricing in cooperation with concerned Dept.
- Count fixed assts ever 6 month physically & Prepare final report.
- Balance sheet reconciliation after month closing.
- Prepare Gross Margin Analysis report after month closing.
- Prepare & reconcile monthly VAT report for output , input & withholding Tax.
- Collaborate extensively with auditors during preliminary and year-end audit processes.

**COMPANY NAME** Oil & Gas Equipment Industries

**DESIGNATION** : Senior Accountant.  
**LOCATION** : Al-Khobar, KSA.  
**DURATION** : 21<sup>st</sup>. November, 2018 till 19<sup>th</sup> March 2020

**Duties and Responsibilities:**

- Closing journal entries at the end of month to close the system.
- Preparing & process payroll with Overtime for employees to uploaded in bank system.
- Process Petty cash Vouchers & effect approved payment
- Maintain records of the Account Receivable & Account Payable.
- Monthly analysis for all trial balance accounts, adjust any difference & made sure that all balances are correct.
- Preparing the Bank Reconciliation Statement and matching one to one with our ERP System.
- Maintain VAT Records and Update in Government System.
- Maintain And Update fixed assets register calculate and record depreciation and amortization for fixed assets as per company policy.
- Review and Reconcile Sub ledger with the general ledger and resolve the difference.

**COMPANY NAME** : **United Food Services – Distributor of International Restaurant Chain – McDonalds**  
**DESIGNATION** : **Accountant.**  
**LOCATION** : Al-Khobar, KSA.  
**DURATION** : 16<sup>th</sup> April, 2015 till' 20<sup>th</sup> November, 2018.

**Duties and Responsibilities:**

- Collaborate extensively with auditors during preliminary and year-end audit processes.
- Educate management on strategies for minimizing tax liability.
- Thoroughly reviewed financial statements and audits to correct any discrepancies.
- Assisted with quarterly audit preparation and closing reports.
- Coordinated with Finance Manager to analyze fixed asset additional & retirements.
- Preparing the Bank Reconciliation Statement and matching one to one with our Orion System.
- Preparing the Payroll for employees of the company and sending to finance manager for their approvals on End of Month.
- Checking & verifying the invoices accordingly posting & confirmation in the system.
- Preparing Debit Note & Credit Note for customers against discrepancies.
- Closing journal entries at the end of month to close the system.
- Preparing reports of overdue of Receivable Balance and forwarding to higher management for their views.

1) **COMPANY NAME** : **Saad Hospital**  
**DESIGNATION** : **Accountant.**  
**LOCATION** : Al-Khobar, KSA.  
**DURATION** : 02<sup>nd</sup> March, 2013 till 15<sup>th</sup> April, 2015.

**Duties and Responsibilities:**

- Dealing with sales invoices, income, receipts and payments.
- Offering tailors financial advice to both individuals and companies.
- Preparing statements showing income and transactions.
- Making Payment receipt entries with account receivable.
- Preparing & proceeding the online payment transactions for suppliers.

**Skills:**

- *Ability to work independent and as part team effectively*
- *Able to deal with others effectively*
- *Excellent knowledge of Windows NT, 2000, XP, and 2003 Servers.*
- *Microsoft office (Word, Excel, PowerPoint and Publisher)*

#### **Hobbies And Interest:**

*Interest in games and sports, Hobbies are reading books.*

#### **Personal Details:**

- **Gender:** *Male.*
- **Marital status:** *Married.*
- **Date of Birth:** *07<sup>th</sup> Oct, 1986.*
- **Place of Birth:** *Al Khobar, Saudi Arabia.*
- **Nationality:** *Saudi.*
- **Language Known:** *Arabic & English.*
- **Driving License:** *Valid Saudi Driving License.*