

ALI NASSER ALMAYOUF

Personal information:

- Nationality: Saudi
- Date of Birth: 23 January 1988
- Material Status: Married
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Introduction:

I am an Accountant and holding a Bachelor degree and have ten years of experience between Account Payable and Treasury Account Management.

Qualifications:

Bachelor Degree in Accounting – Jul 2009 – King Faisal University in Al Ahssa (KSA).

Objective:

I am looking for a better job opportunity where I can apply my knowledge & experience in Accounts Payable and Treasury Account Management to help the organization in achieving their objectives and goals.

Current Job:

Position: Staff Accountant II

Company: Methanol Chemicals Company in Jubail (From 2014 until now).

I am working currently in Treasury Department while I worked before in Account Payable Department performing the following activities:

1. Bill registration for regular bills related to invoices for materials, spare parts, or services
2. Bill registration for (Bills paid in advance) related to invoice is received after the prepayment process has ended.
3. Preparing the withholding tax report when we obtain service from foreign companies that do not have a permanent establishment in Saudi Arabia,
4. In every quarter, inventory is stored in the warehouse, which includes materials or spare parts, etc. We match the quantity of the number of items between the system registered and between in the warehouse.
5. Print bank statement and Record the transactions that were performed in the account during the day (creditor / debtor).
6. Registering the payment process in the system and then transferring the amount to the vendor through transfer between the accounts.
7. Preparing the cash projection report, which clarifies the company's expenses, revenues, and liabilities, as well as scheduling debts and time deposits

8. After finishing the preparation of the cash projection, we deduct the expected expenses such as loans or fixed monthly expenses, in addition to the actual amount and the remaining amount, as a term deposit in the bank for a certain period and at a certain rate.
9. Preparing bank reconciliation statement to do Comparing the financial operations performed on the company account with what was recorded in the SABB system.
10. Creating an accounting entry for the transfer and then transfer the amount online.

Previous Experience:

Position: Assistant Accountant

Company: National Titanium Dioxide Company - Cristal in Yanbu (From 2011 to 2014).

I worked in Account Payable Department performing the following activities:

1. Expense registration after receiving the invoice, the invoice details are entered and the accounting record is entered into the system to register it as an expense for the company.
2. Paying the bill after the payment is due, payment is made to the customer, either by transfer or by check, and payment is made according to the contract.
3. In every quarter, inventory is stored in the warehouse, which includes materials or spare parts, etc. We match the quantity of the number of items between the system registered and between in the warehouse.

Position: Accountant

Company: Disabled Society in Al -Ahssa (From 2010 to 2011).

I worked in Accounting Department performing the following activities:

1. Preparation of daily accounting entries after receiving the donation, we prepare a receipt voucher showing the amount of the donation and under what program is spent, and then we record the accounting entry in the association's system.
2. Preparation of staff salaries and payroll marches through the Excel program by calculating the time of entry and exit of employees.

Courses and certificate:

- I'm currently studying a VAT specialist.
- Accounts Payable course from Meric Training and Consulting.
- Problem Solving & Decision Making from IIR Middle East.
- Influence Negotiation and Managing Conflict from Progress Management Consultants.
- Customer Service from Progress Management Consultants.