

Moanes Hassan Ahmed Sallam

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CAREER SUMMARY

- More than Twenty years in the Accounting and Finance field.
- Experienced in a Company engaged in Services & Manufacturing & Construction and Trading.

EDUCATION / PERSONAL INFORMATION

- **Bachelor of Commerce**
- **Accounting Department (English Section)**
September 1998 – June, 2002
- Born on April 10, 1981, Married, Egyptian
- **Language skills:** can speak Arabic (Native speaker) & English (Very good)
- **Computer Knowledge:** very good knowledge in MS Office and ERP system.

PROFESSIONAL EXPERIENCE

ARABIAN OASIS FOR DEVELOPMENT & COMMERCIAL INVESTMENT, Riyadh, Saudi Arabia

Pharmaceutical Company- Supplying Medicines and consumable materials both governmental and private sector.

Finance Manager, April 2021 to Present

IDEAL Home Company & SRB Company , Riyadh, Saudi Arabia *Construction & Development Co. Ltd has been setting industry in construction, design, consultant, and material supply.*

Finance Manager, August 2015 to March 2021

Al-Mozoon Group Company, Riyadh, Saudi Arabia

based holding company with businesses focusing on Telecommunication, Information Technology, Mobile, Security & Defense and construction, Established in 1981.

Chief accounts, December 2013 to August 2015.

Al-Mozoon Telecom Company, Riyadh, Saudi Arabia

Building services of wireless and fiber-optic network infrastructure.

Accounts Supervisor, August 2009 Till May 2011.

Chief accounts, June 2011 to November 2013.

L'azurde Group for Industrial Investment, Riyadh, Saudi Arabia

Manufacturer of gold jewelries for local market and abroad.

Accountant, October 2004 Till December 2006.

Senior Accountant, January 2007 Till August 2009.

Eastmar Travel, Cairo- Egypt

Tourism Company Offer Tours & Travel in EGYPT.

Accountant –September 2003 Till September 2004.

El-Attar Audit Office

Accountant, August 2002 Till August 2003.

JOB RESPONSIBILITIES

Finance Manager

- Oversee the preparation of working papers to ensure that expenditures for annual costs and contracts are monitored against the budgets, and that the reports are prepared to ensure balanced accounts.
- Providing guidance and advise to the departments to establish budgets with regard to the company policies and procedures in addition to effective control and utilization of financial resources.
- Maintain and monitor the cash flow and maintain the best utilization of existing banking Facility.
- Review and Co-operate with the project director and the operation Team for all the tenders both governmental sectors prior the submission.
- Review subcontractors' contract and agreement, coordinate with the project Engineer for the invoicing and the payment system and setup payment procedure within the company capability and cash flow available.
- Work with the project director to create a proper reporting system from operation to financeshowing the project status, ongoing work on sites and the subcontractors achievements including the schedule of materials required for the project.
- Review all the existing contracts of suppliers and services and get involved in renewal process of those contracts by communicating directly with the concerned departments in order to get the best Conditions.
- Co-operate with HR department to implement a high quality system needed for the organization.
- Conducting reviews and evaluations for cost-reduction opportunities.
- Participate in preparation and review of tenders and pricing of new projects.
- Co-operate with the other department's heads for preparing annual budget-Cash Flow and forecast plan forthe company.
- Follow up and review financial Position.
- Prepare and provide the financial reports on monthly basis.
- Implement and develop monthly closing reports, comparing actual with budget and lastyear's figure.
- Review and preparation of financial statement &balance sheet & Zakat & VAT tax.
- Coordinate with external auditors to ensure annual monitoring is carried out and Issuing theapproved financial statement.

Chief account

- Perform supervisory responsibilities for staff accountants and applies principles of accounting according to GAAP.
- Reviews, investigates, and corrects all daily and monthly transactions (Cash-Bank-Payable-Receivable-Fixed Assets and depreciation -Petty Cash-Staff salary and Benefits-Prepaid and Amortization).
- Sharing In controlling payment process and documentary cycle.
- Sharing In review all payment and purchase orders and payment terms and It's ~~argue~~ to Company Policy.
- Monitoring balances and Reconciliation for Bank, Receivables, Suppliers, Subcontractors, Petty Cash, Advance payment to suppliers, inventory, current account, Prepaid, fixed assets system and accruals (Revenue & Expenses).
- Sharing In follow up banks position, bank due, payment and Receivable collection and the best utilization of existing banking Facility
- Participate in preparing annual budgets and forecast cash flows accordingly, comparing actual with projection and prepare reports in monthly basis for variances
- Prepare financial reports and analyzing for financial statements to summarize and interpret current company financial position.
- Accomplishing monthly closing process in cooperation with staff accountants on the Specific date and preparing financial Statement (P&L-Balance Sheet).
- Sharing in yearly closing and cooperate with external auditors.
- Support the Company's mission, vision, values and goals in the performance of daily activities.

TRAINING & SELF DEVELOPMENT

- Trained in The National Bank 2000.
- (Yat) Professional Diploma In Accounting 2002 in the following
 - Introduction & Win XP
 - Excel 2002 core
 - Accounting macros
 - Banking with computer
 - YPDA final project
 - Internet basics
 - Access 2002 core
 - Quick books 2002
 - Accounting With computer
 - C.V & Interview skills
- Advanced Courses in English (Saudi Academy-Saudi Arabia) 2007.
- Study CMA (Part I).

Other Skills

- Team leader.
- Decision making.
- Ability to organize, coordinate & set work priorities.
- Ability to analyze, compare and interpret figures.