

SHAKER MOHAMMAD

AHMED AMEER



Personal

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Professional Summary

Professional accountant with more than +10 years' experience, I am seeking a job in your esteemed company to contribute to its growth and to utilize my analytical and accounting skills in problem solving, Extensive experience across various aspects of finance & accounting management, financial reporting, internal/external auditing procedures, Accounts Payable & Receivables & preparing reports . Outstanding skills in facilitating internal financial control & improve the overall efficiency of the organization, Expertise in designing & maintaining accounting systems and procedures for cash management, accounts payable, accounts receivable, petty cash, analyzing & evaluating their accuracy, Proven ability in improving the company's cash flow and reducing its arrears by keeping accurate records and ensuring payments are received on time , Proven ability in creating and sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst team members .

Work history

Senior Accountant

Jun 2010

Malath Cooperative Insurance Co

- Prepare and process journal vouchers that comply with accounting standards) Corporate, Retail, Brokers and Agents)
- Record transactions in accordance with the Generally Accepted Accounting Principles (GAAP)
- Follow corporate and approved accounting policies and procedures.
- Follow up to collect client, brokers, marketers (Receivables & Collection)
- Preparation of commissions and transfers to brokers and marketers.
- Work of adjusting entry and reconciliation of banks .
- Submission of Bordereaux and monthly and quarterly closing.
- Issuing cheques and transferring claims (third party & comprehensive) and payments of Workshops.
- Approval of medical insurance policies SME.
- Expenses of regional administration and branches.
- Prepare analysis of accounts as requested.
- Review and audit the journal entries prepared by the accountants and make sure of the existence of the it's supporting documents and post it.
- Performs other duties as directed by the management.

Accountant

Mar 2010 - Jun 2010

Esnad for Trading & Contracting Co.

- Preparation chart of accounts.
- Preparation Accounting Cycle.

Accountant

Sep 2007 - Nov 2009

Al Saif Transport Co.

- Prepare and process journal vouchers starting by recording expenses, revenues, bank transactions, clients accounts, Supplier invoices, depreciation cost and Inventory records.
- Adjustment of accounts and balance sheet preparation that comply with accounting standards.
- Month-end Review, Adjustments, Accruals, etc.
- Monthly closings and preparation of monthly financial lists.
- Preparation monthly financial reports
- Participation in year-end closing.

- Review and approve the payroll.
- Reconciliation of company accounts with Bank Statement and clients and suppliers Statement.
- Account the inventory card items and supervise annual and periodic inventory.
- Assist with preparation and coordination of the audit process
- Answering inquiries of the external auditor and provide the required documents.
- Ensures accurate and timeliness of reports.

Accountant

Apr 2007 - Aug 2007

Electricity Co.

Accountant in Yemen

Accountant

May 2005 - Dec 2006

Al Sabahi Medical Co.

Accountant in Yemen

Education

Bachelor of Administrative Sciences, Accounting

Jun 2006

Department

Taiz University

IACPA

Dec 2015

Graduated from International Arab Society of Certified Accountants (**IACPA**)

IFCE

Apr 2021

Certificate Of Insurance Foundations Professional (**IFCE**)

Courses

Diploma in Microsoft office.

The integrated account system courses.

Insurance Accounting & Financial analysis courses

Money Laundry and Fraud.

Courses in Project Managemen

Courses in Project Management: (Introduction, Procurement and Stakeholder Management,

Communication and Risk Management, Quality and Human Resource Management, Time and Cost Management, Scope management, Integration Management)

Communication Skills Communication Skills at Work,Communication Methods in the Workplace

Leadership: Leadership Essentials, Leadership Skills.

Characteristics of a Successful Project, Introduction to Entrepreneurship.

Fundamentals of Management, Financial Performance Startup Phase.

Skills

- Capability to work with other team members effectively .
 - Excellent problem solving skills .
 - Effective communication skills .
 - Planning and organizational skills .
 - Ability to work under pressure .
 - Ability to work within team .
 - Time management .
 - Leadership abilities .
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Personal Information

Date of birth : 01/01/1983

Nationality : Yemeni

Marital status : Married

References

Available upon request.