

Resume of: Huda A. AL-Dawood

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TOTAL YEARS OF EXPERIENCE : 6 Years

EMPLOYMENT HISTORY (EXPERIENCE):

Name of the Company: Sparrows Saudi Arabia LLC.

Address: Saudi Arabia, Dammam.

Date: From (01-12-2019) – (31-05-2020) 6 Months - (Temporary contract).

Job Title: Regional Accountant

Job Description (Duties and Responsibilities):

- 1-Prepares AP invoices & payments in accordance with requirements that fits with the company policies and procedures as required for Saudi,UAE & Kazakhstan.
 - 2-Use billing tools (EAM) to create and submit electronic invoices to clients.
 - 3-Post invoices on (SUN) with accurate amount after reviewing it and clear any pending errors there using Q&A Excel sheet.
 - 4-Communicate with operation team project management for AR sales invoices and timesheet analysis.
 - 5-submit monthly pending timesheets to senior project management & staff to assure accurate timesheet.
 - 5- Manage month end timetable to submit monthly bank & balance sheet reconciliation & weekly cash flow reports.
 - 6-Work closely with all levels of management and clients related to project to complete billing process & control the credits
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Name of the Company: EXOVA Saudi Arabia Ltd.

Address: Saudi Arabia, Dammam.

Date: From (18-02-2018) – (18-10-2018)

Job Title: AR Accountant – Credit Controller

Job Description (Duties and Responsibilities):

- 1- Prepare invoices, manage the billing system and manage updates on all accounts.
- 2- Manage and posting invoices on Navision accounting system.
- 3-Follow up and match the invoices receipts in Navision.
- 3-Checking those Aramco requirements for billing invoices are all being met.
- 4- Logging in Aramco portal to scan invoices and add the total amounts and dates to submit all invoices.
- 4- Manage monthly sales reports, and update entries and maintain expense and revenue.
- 5- Prepare receivables reports with all details when it's received, contacts and amounts of all invoices sent on weekly basis.
- 6- Conduct a meeting with the finance team required to discuss work progress.
- 7- Coordinate with sales and project manager in case of any inquires related to certain invoices.

- 8- Coordinate with management and recommend improvement in quality of accounting and provide operational support.
 - 9- Help with any activity required from me as a credit controller.
 - 10-support finance department for any reports needed.
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Name of the Company: Emirates Investment Co. (ESC).

Address: Saudi Arabia, Safwa.

Date: From (1-10-2015) – (1-7-2016)

Job Title: Accountant

Job Description (Duties and Responsibilities):

- 1- Prepare invoices ,manage the billing system and manage updates on all accounts.
 - 2- Manage invoices and document all processes on system.
 - 3- Maintain all files and update records as required.
 - 4- Manage monthly sales reports , update entries and maintain expense.
 - 5- Prepare reports of payrolls on monthly basis.
 - 6- Organize customer contracts and evaluate all agreements and invoices.
 - 7- Manage all petty cash and prepare cash flow reports.
 - 8- Coordinate with management and recommend improvement in quality of accounting and provide operational support.
 - 9- Prepare & analyst budget at the end of the month.
 - 10- Compile financial information to prepare entries to accounts, such as general ledger, intercompany vouchers, journal entries and document all business transactions.
 - 11- Manage Daily Cash Position (DCP) accounting and reporting on a daily basis.
 - 12- Perform daily accounting, weekly intercompany and bank reconciliations.
 - 13- Manage collections from the customers on a timely basis.
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Name of the Company: Kellogg brown and roots. (KBR-AMCDE).

Address: Saudi Arabia, Alkhobar.

Date: From (15-12-2012) – (15-12-2014)

Job Title: Associate Accountant / KBR billing project / Accountant.

Job Description (Duties and Responsibilities):

- 1-Analyzes contract agreement terms for methods of payment, identify joint venture parties, third party involvement, intercompany involvement, etc. to insure complete and accurate invoicing
- 2-Analyzes job cost to determine appropriate action for project costs while working with project management, project controls, and joint venture management
- 3-Prepares invoices in accordance with contractual requirements and company policies and procedures.
- 4- Use billing tools to create and submit electronic invoices to clients
- 5- Post invoices on SAP with accurate amount after reviewing it.
- Communicate with multiple work locations for invoicing and timesheet analysis
- 6-Support external, internal and client audits
- 7-Work closely with all levels of management and clients to complete billing process.
- 8- Assist in the development of financial forecasts and budgets.
- 9- Perform any other finance job-related activities as requested by the immediate supervisor/manager

- 10- Actuals vs estimates and Revenue recognition to any project received.
 - 11- Cash flow and close out the projects on timely manner without any delay.
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Name of the Company: Arabian Est. For Trade & Shipping Ltd. (AET).

Address: Saudi Arabia, Alkhobar.

Date: From (01-06-2009) to (22/11/2010)

Job Title: Accountant Asst.

Job Description (Duties and Responsibilities):

- 1- making invoices to many customers (ARAMCO/SAPIC/SRPL/NOV).
- 2- Adding the total amounts to the sales Report.
- 3- Adding the cost of amounts to the cost of material. 4- Submitting invoices on the system.
- 5- Prepare the summary of expense to other customers (SRPL).
(Print the total of amount, copy and attach invoices at the end of the month).
- 6- Checking bank reconciliation and entering it on the system at the end of the month.
- 7- Reading the material delivery documents and define the quantity and the kind of material if it's partial or complete.
- 8- Attach and arrange the (ARCR-GLGJ-APVO) at the end of the month. 9- Making debit notes by checking the visit visa letters.
- 10-Checking the company e-mail daily and replay to the companies and employees. 11- Knowledge in Payroll & SAP by entering the employees' data and salaries in the system

Reasons of leaving: looking for a change in role and wanted more growth, my job was at a standstill and i wish to seek newer avenues and greater challenges changing , and to enhance my professional education profile , the work hours time which affect the transportation , money and work.

Name of the Company: Saad Specialist Hospital

(SSH). Address: Saudi Arabia, Alkhobar.

Date: From (16-12-2006) to (8-5-2007). **Job Title:** Administrator.

Job Description (Duties and Responsibilities):

- 1-Training for one Week in all sections of the OPD at SSH hospital. 2-Work for about 3 Months in Respite in my evaluation.
- 3-check the new appointments and open accounts for the patents. 4- Internal and external coordination between customer and the Organisation.
- 5-Training at HR as Administrator and follow Saudi Labor law with SSH policies & employment contract.

Reasons of leaving: Promise Job was not fulfilled + changing the work hours time which affect the transportation, money and work.

ACADEMIC INFORMATION:

Bachelor of Accounting,

King Saud University.Riyadh, Saudi Arabia.GPA: 3.89 /5 (3.12 out 4)

My linkedin profile:

<http://linkedin.com/in/huda-ali-aldawood-10716554>