**Abdul**

[Abdul.263775@2freemail.com](mailto:Abdul.263775@2freemail.com)

**Jeddah, Saudi Arabia.**

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| **Chief Accountant** |

**OBJECTIVE**

To emulate myself in the field of Finance to an environment where I can exhibit my skills coupled with my functional knowledge to facilitate the organization achieve its business objective.

**EDUCATION**

* **(Bachelor of Economy),** Aleppo University Jan. 2003
* **Diploma / Auditing (High Studies),** Damascus University 2005
* **Chief Accountant Certified Training,** AL-Arabia institution, Syria2004
* **Management and financial training center:** Certified management accountant / part one

**PROFILE**

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| * **Date of Birth**: June 23, 1980 | * **Nationality**: Syrian |
| * **Marital status**: Married |  |
| * **Residence**: Saudi Arabia | * **Iqama Status**: Transferable |

**SKILLS**

* **LANGUAGE:** Fluent in Arabic and Very Good in English.
* **Technical Skills:** Microsoft Office and various Accounting Programs.
* **SAP ERP System:** SAP user since 2007.
* **EMPLOYMENT HISTORY**

**Optimal Target Company for Contracting**

**Supervisor Senior accountant,** Saudi Arabia Western Region2016 – present

* Develop procedures and accurate implementation of the recording, classifying, and summarizing of daily financial transactions.
* Generate financial statements (balance sheet, profit and loss, cash flow) monthly.
* Evaluates & implements internal and external audit.
* Implement budget and forecast preparation schedule by collecting relevant business data and projections from the line departments and provide relevant analyses and feedback to enable finalization of the budget and forecast proposals.
* Provide support, service and advise in all finance matters to the company’s management.
* Exercise budgetary controls, accounting & physical controls and credit control as per laid down procedures and asset management. Also exercise controls on other purchases and services.
* Maintaining an effective involvement and understanding of the business in order to contribute to key business decisions within the Company through financial advice and expertise.
* **A. ABUNAYYAN ELECTRIC CORP. (Schneider Depended Distributor)**

**Supervisor Senior accountant,** Saudi Arabia Western Region2007 – 2016

* Monitoring invoices for various cash and credit customers
* Ensure timely follow up of accounts receivable and payable.
* Maintain procedures to establish tight control over cash transactions.
* Ensure general ledger, subsidiary ledgers, and other financial records and schedules are accurately and maintained.
* Maintain stock order transfer from various branches / STO to various branches
* Making statements and reconciliations to the customers and reporting of their sales.
* Monitoring credit memo for materials /claim the damage materials / FOC (Free of Cost)
* Follow up with warehouse for timely dispatch materials to various branches.
* Coordinate internally (with Sales, Marketing, and Logistics teams) on all matters relating to Accounting matters to ensure smooth operation.
* Handle office petty cash and petty cash expenses.
* Institute policies and procedures capable of protecting the business resources against waste, fraud.
* Check all transaction vouchers for completeness of supporting’s, approvals and maintain files up to date.
* Customer statement of accounts, accounts Receivable controls and Reconciliations and Audit.
* Financial activities like bank Guarantee/ LC, reconciliation bank accounts, account payables and receivables, audit queries and any specific tasks as assigned by management.
* Cash flow / approach direct method.
* Recommendation & provides feedback to management on results.

* **SACO Distribution for Unilever products**

**Chief accountant,** Damascus, Syria 2005 – 2007

* Preparing all (balance sheet/trial balance / income statement/ cash flow.
* Develop accounts and all transaction for goods and cash between branches
* Check all transaction vouchers for completeness of supporting’s
* Prepare regular / monthly accounts receivable reports
* Assist in all month end accounting closing including accounting,
* Reconciling accounts, preparing outstanding expenses and prepaid of all
* Prepare / update monthly results presentation files as required for reporting
* Assist in doing all ground work (base data preparation) for annual
* Assist in maintaining company assets records and periodic physical verification
* **Al Zakri Mills Factory**

**Chief accountant,** Aleppo, Syria 2004 – 2005.

* Perform analysis on business requirements and business solutions.
* Analyze work flow of different business transactions between different entities involved.
* Hold meetings with vendor, management to discuss business requirements and best waysof implementation.
* Supervise business inventory. Onsite support/supervise of all tasks related to Business solutions.
* Report status of all (balance sheet/trial / income / cash flow)
* **Al Afrah Detergents Company Branch**

**Accountant,** Damascus, Syria 2003–2005

* + - Prepare regular / monthly accounts receivable reports, reconcile accounts with customers and follow up for collections of due and overdue amounts
    - Assist in all month end accounting closing including accounting, reconciling accounts,