Dear Sir,

My extensive finance experience has been well developed over the past 10 years in a career which has spanned a wide range of companies. I was a Chief Accountant for Louis Berger, the PMOC of AlMadinah AlMunawwarah Public Transportation Program (MMPTP) and Riyadh Metro KSA, my previous position before that was Chief Accountant for the Group International Investments, of Saudi Paper Group. A regional manufacturing company. This role required me to prepare, analyze, verify and disseminate critical monthly and yearly financial reports, coupled with budgeting and forecasting responsibilities, and being in charge of the financial activities for 5 companies in 5 different countries.

In my previous positions I have equipped myself with numerous accounting and managerial functions, which assisted me in providing financial and administrative support for the corporations I worked with. A key skill I have acquired during my previous roles is the ability to successfully implement and manage new accounting systems and procedures. I enjoy the challenge of integrating a new system and working with the wider accounting team to ensure a smooth and productive workflow. I have a proactive management style with highly developed communication skills. I have frequently been required to manage a team and enable them to meet strict deadlines.

I have a very good aptitude with ERP Oracle Finance System, EMIS Finance System, Deltek Costpoint Finance System, Microsoft Dynamics GP and Microsoft Office packages, which has helped me in decent and organized representation of my accounts work.

I will bring to your company not only my years of expert experience but also my personal enthusiasm and positive outcomes. I am prepared for the next challenge in my career and look forward to hearing from you.

Best Regards.

Sohaib .

**Sohaib**

**Sohaib.320918@2freemail.com**

## Objective

A qualified individual, having 10 years’ experience managing financial activities, supervising finance teams and liaising with the management. Experienced in providing financial information to management by researching and analyzing accounting data and preparing reports.

## Work Experience

**Chief Accountant** From 10/2015 to 12/2016

## Louis Berger (Madinah-Riyadh, KSA)

Louis Berger is a full-service engineering, architecture, planning, environmental, program and construction management and economic development firm based in Morristown, New Jersey, News-Record top-20 ranked, $1 billion global professional services corporation.

*Job Duties:*

* Managing the financial activities of Al Madinah Al Monawara Public Transportation program “MMPTP”.
* Measure, Value, Submit and Negotiate Contract Variations.
* Ensure that business commercial processes are adhered to at project level.
* Commercial vetting of Sub-Contractor tenders and contracts.
* Ensure that the Client’s contracts administration program and reporting is feasible and complies with the Clients contractual obligations.
* Liaising and coordinating regularly with the Project Manager.
* Ensuring effective interface with the Project Team and contribute to improve programs.
* Preparing and submitting monthly Project financial forecasts and providing information on Billing, Collection, Time Sheets, Change Orders, Penalty and other relevant information.
* Manages projects Petty Cash Fund adhering to company documentation and approval requirements.
* Analyzing costs, cash flow, variable contributions, revenue results and the company’s actual performance compared to the business plans.
* Ensures timely submission of reliable Monthly Closing Report (MCR) for Head Office consolidation and any other duties that may be assigned from time to time.

**Chief Accountant for Group International Investments** From 1 /2013 to 9/2015

## Saudi Paper Group. (Dubai, UAE)

Saudi Paper is a regional leader of the paper industry in the MENA region, with a working capital of 450M SR. Saudi Paper Group is consist 3 major activities Manufacturing, Converting & Recycling of Paper.

*Job Duties:*

* Managing the financial activities for 5 subsidiary companies in (UAE, Kuwait, Turkey, Morocco and Algeria).
* Collating, preparing and interpreting reports, accounts, commentaries and financial statements.
* Budgets preparing and controlling, maintaining their suitability with the policies and procedures, along with preparing monthly, quarterly and annual reports that analyses the financial statements vs the budgets and showing the variances and provide solution for these variances.
* Analyzing and monitoring income, cash flow and expenditure.
* Constructing and monitoring the cost-effective data accumulation systems needed to provide an appropriate level of costing information to management.
* Responsible for timely monthly consolidated financial statements and management reporting (MIS) for submission to HQ in KSA.
* Contribute toward the development and implementation of accounting and control policies and procedures.
* Cooperating with the administration on producing long-term business plans.
* Evaluating the status of each company, and come out with solution to reduce cost and improve performance.
* Supervising the finance team, and liaising with managerial staff and other colleagues.

**Senior Accountant** From 05/2009 to 12/2012

## Agility Logistics. (Aqaba, Jordan)

Agility is a publicly traded global logistics company headquartered in Kuwait. It provides freight forwarding, transportation, warehousing and supply chain management services to businesses, governments, international institutions and relief agencies worldwide. Agility has more than 20,000 employees and 500 offices in 100 countries.

*Job Duties:*

* Very good efficiency with working on the below modules of Oracle Applications System (ERP).
	+ General Ledger Module.
	+ Accounts Payable Module.
	+ Accounts Receivable Module.
	+ Cash Management Module.
	+ Fixed Assets Module.
* Being responsible of the financial circle in Agility Aqaba’s entity.
* Prepare, review and analyze the financial statements (TB, Balance Sheet, P&L, Cash flow)
* Validating & confirming the AR, AP, GL, CM & FA transactions.
* Assuring the identification in the AR and AP reconciliations between the ledger and sub ledger.
* Prepare the banks reconciliations.
* Issuing the payroll, social security and payroll tax tables and prepare the necessary transactions.
* Prepare the prepayments, accrued income & expense breakdowns.
* Prepare any other Breakdown or Reconciliations required by the Management.
* Managing the Warehouse Management System (WMS Exceed) in both financial and operational fields.
* Authorizes the petty cash payments and review its count frequently.
* Managing the procurement circle.
* Observing the budget and do the necessary transfers in it.
* Assuring and confirming the correctness of financial documents archives.

**Exhibition Manager – Part time** Green Creation (Aqaba, Jordan) From 11 / 2010 to 10 / 2011

## A World Associates Ltd. Project (American NGO)

World Associates, Ltd. (W.A.) is a non-profit development organization that alleviates basic felt needs leading to self-sufficiency, personal development, and health in the community, especially among the poor.

*Job Duties:*

* Managing the exhibition team and review all the day to day operations.
* Controlling the financial circle and assuring on its correctness.
* Checking the inventory on a frequent basis and make sure that orders are made when they are supposed to be.
* Implementing new roles for the exhibition products promotion.
* Providing support to the team business & personal wise.

**Internal Auditor** From 05 / 2007 to 05 / 2009

## Aqaba Special Economic Zone Authority (Aqaba, Jordan)

(ASEZA) is the financially and administratively autonomous institution responsible for the management, regulation, and the development of the Aqaba Special Economic Zone.

*Job Duties:*

* Auditing all procedures and operations with the financial effectiveness.
* Auditing all the financial procedures within the accounting cycle and assuring the correctness and the Validity of the financial statements.
* Prepare draft audit reports and review them with the chief department.
* Participation in preparing the annual audit plan which fulfils the responsibility of Internal Audit.
* Assuring on rectifying the mistakes and the contravention that exists in the previous auditing reports.
* Ascertain ASEZA assets and the legality of its liabilities to assure the obligation with the laws and Regulation.

**Accountant** (part-time) From 02 / 2007 to 05 /2009

**Days Inn Hotel & Suites (Aqaba, Jordan)**

Days Inn Hotel & Suites Aqaba is part of international hotel chain, that strive to implement by ensuring quality, reliability and care with in line with their personal touch in Jordanian hospitality.

*Job Duties:*

* Prepare, record, and process accounts payable and cash disbursements.
* Prepare, record, and process accounts receivable and cash receipts.
* Prepare allocation tables for expenses and revenue items as needed.
* Prepare and process payroll and deductions schedules.
* Maintain required records, reports, and files in an organized manner.
* Perform the posting of accounts to the General Ledger for:
* Income Audit.
* Accounts Receivable.
* Cash Receipts.
* Accounts Payable.
* Cash Disbursements.
* Payroll.

## Education

* 1. **c. Accounting Information Systems**

Al-Balqa’ Applied University (Salt, Jordan) Graduated: February 2007

## High School Diploma

Aqaba Secondary School, Scientific Branch (Aqaba, Jordan) Graduated: June 2003

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## Additional Training and Skills

* + - Business Development Center "USAID": Eighty hours of training sessions On Interpersonal & Management skills.
		- World Associates, Ltd: Business English Course.
		- Business Development Center "USAID": Thirty two hours course on Train of Trainers.
		- SGS – Jordan: Effective Documented Procedures training course.
		- Reference Consultation & Business Development: Twelve hours in Modern Trends in Financial and Managerial Auditing.
		- High proficiency with the Warehouse Management System (WMS Exceed).
		- Very good proficiency with ERP Oracle Finance System, EMIS Finance System, Deltek Costpoint Finance System and Microsoft Dynamics GP.
		- High ability to install and use Windows applications and Microsoft Office packages.

## Language

Excellent command of both Arabic and English.

## Personal Details

Date of Birth: 14 January 1985 Place of Birth: Aqaba, Jordan Nationality: Jordanian Marital Status: Married

## References are available upon request