

# Ahmed

# Ahmed.371553@2freemail.com

Finance Manager at Truba Arabia Co Ltd Jeddah, Saudi Arabia

## Target Job

**Target Job Title:** Senior Title

**Career Level:** Mid-Career

**Target Job Location:** Dubai.

**Career Objective:** A qualified **(CMA)** and practiced financial accounting professional with 6+ years of insightful experience in the areas of daily / monthly accounting, financial planning & analysis, budget control, asset management, and P&L administration, looking to work in a mid-level position. Extensive exposure in managing several aspects of accounting, taxation, auditing, reporting, and company finances, exploring challenging job opportunities with reputed organizations, with a view to create significant value by utilizing a strong set of functional, technical, and managerial competencies.

**Target Industry:** Accounting/Auditing; Engineering; Installation, Maintenance, and Repair; Manufacturing and Production; Administration; Industrial; Management

**Employment Type:** Employee

**Employment Status:** Full time

**Notice Period**: Immediately

## Personal Information

**Birth Date:** 20 September 1988 (Age: 28)

**Gender:** Male, **Nationality:** Egypt

**Residence Country:** Dubai, UAE

**Visa Status**: Visit Visa

**Marital Status:** Married, **Number of Dependents:** 2

**Driving License** Issued From: Saudi Arabia

## Experience (6 Years)

## Finance Manager

At Truba Arabia Co Ltd **Location:** Jeddah, Saudi Arabia
**Company Industry:** Installation, Maintenance, and Repair
**Job Role:** Accounting/Banking/Finance
August 2011 - Present

**Designation Chronology**
• Dec 2014 - Present, Finance Manager
• Aug 2011 - Nov 2014, Senior Accountant

**Key Responsibilities as Finance Manager**
**Financial Planning & Administration**
• Spearheading financial management for the company, relating to cashflow, budgets, revenues, and expenditures.
• Leading the annual budget preparation process, along with formulation of cashflow forecasts, and submitting it to the management for approval.
• Ensuring compliance to pre-defined budget preparation policies and timelines, providing decision-making support to key stakeholders.
• Handling allocation of budgets for operating expenditures and corporate operations, while maintaining constant track of budget utilization.
**Financial Analysis & Reporting**
• Conducting review of financial information about assets, liabilities, and capital, and administering control over profit & loss.
• Reviewing, scrutinizing, and approving balance sheets, P&L statements, and expenditure reports prepared by the accounts department.
• Analyzing financial statements, P&L status, cashflow, operational costs, and other reports to understand the company’s financial position.
• Providing rational projections of the company’s financial standing to the management on a periodic basis, to ensure that finances are streamlined.
**Departmental Processes & Operations**
• Involved in the authorization procedures for all contracts forged by the company with external parties, invoice vouchers, and other commercial documents.
• Developing and sustaining healthy professional relations with government authorities, banking partners, external auditors etc.
• Providing robust consultancy to the management with regard to the application of financial resources available with the company.
• Managing improvement initiatives with regard to existing accounting systems, financial policies, and standard operating procedures.

**Key Responsibilities as Senior Accountant**
**Company Finances**
• Managed company cash, controlled daily bank balances, handled fund transfers, and vendor payments.
• Supervised all transactions within the company on a day-to-day basis, while also managing cash flow and banking operation.
• Rolled-out effective processes for capturing payrolls, compiling reports, updating records, and transferring payrolls to the bank.
• Analyzed revenue and profitability numbers, and handled the preparation of Zakat and Income Tax, as per norms.
• Supervised and monitored the reconciliation process for all accounts between related parties such as suppliers, vendors, banks, and customers.
**Operations Management**
• Ensured maximum accuracy and reliability in handing the company’s accounting, report generation, and fund management.

• Maintained complete compliance to the set policies, administered control over accounting systems in place, and streamlined the flow of financial data.
• Led and managed the performance of accounting staff, provided them with assistance in carrying out day-to-day activities.
• Provided training, motivation, and guidance to team members, and resolved their issues with regard to various accounting functions.
• Initiated and deployed continuous improvements for existing accounting systems, practices, policies, and procedures.
**Financial Reporting & Auditing**
• Involved in the development of profit and loss statements, company balance sheets, and annual finalization of accounts.
• Generated management reports using the accounting system, forwarded reports to the senior management for their review.
• Rendered accounting consultancy to the management with respect to finances, budget realizations, taxation matters etc.
• Maintained coordination with external auditors and provided them the required support for financial audits of the company.
• Initiated immediate corrective actions to streamline non-compliances in the department, as per the auditor’s reports.

## Billing Officer

At Saudi Germany Hospital Group **Location:** Jeddah, Saudi Arabia
**Company Industry:** Healthcare, other
**Job Role:** Administration
December 2010 - August 2011

**Key Responsibilities**
**Day-to-day Billing Operations**
• Involved in the preparation of bills and invoices debited to the patient, and collected the amount in either cash or insurance claims.
• Collated all invoice statements in the patient’s file for record-keeping purposes, to avoid any discrepancies or issues in future.
• Handled the reconciliation of daily cash collections, updated the hospital software with accurate entries, and sought the approval of administrative head.
• Liaised with insurance providers to receive the billing amounts claimed by multiple patients on a regular basis, and maintained records for the same.
**Monthly Accounting Activities**
• Assisted the hospital’s accountants in the collation of data, generation of reports, and verification of cash receipts in the respective month.
• Provided a reconciliation of monthly cash flow and monthly collection figures to the accounts department, for their further processing.
• Involved in the preparation of statement of accounts, monthly closure report, profit and loss analysis report, and credit billing report.
• Coordinating with the accounts and administration departments for the procurement of payments due from patients for more than 7 days.

## Education

## Bachelor's degree, Commerce (Accounting)

At Mansoura University
**Location:** Mansoura, Egypt
**Completion Date:** May 2010
**Grade:** 61 out of 100

## Certifications

## Certified Management Accountant

From IMA, Institute of certified management accountant
**Certification Date:** 11 April 2017

## Skills

### Financial Planning & Forecasting, Financial Analysis, Financial Reporting

**Level:** Expert

### Asset Management, Liabilities Management, Fund Management

**Level:** Expert

### Cashflow Management, Financial Consultancy, Risk Management

**Level:** Expert

### Billing & Invoicing, Payroll Management, Accounting Transactions

**Level:** Expert

### Account Payables, Account Receivables, Account Reconciliations

**Level:** Expert

### Annual Budget Planning, Operational Budgets, Expense Management

**Level:** Expert

### Accounting Policies, Departmental Framework, Administrative Control

**Level:** Expert

### Compliance Management, Accounting Accuracy, Audit Support

**Level:** Expert

### Result Delivery, Analytical Thinking, Decision Making, Problem Solving

**Level:** Expert

### Planning, Organization, Tasking, Management, Communication

**Level:** Expert

### Enterprise Software: Front Office Medical ERP, Oracle Accounting, JD Edwards Financial ERP

**Level:** Expert

### MS Office: MS Word, MS Excel, MS Access, MS Outlook

**Level:** Expert

## Languages

### English

**Level:** Expert  |  **Experience:** More than 10 years  |  **Last Used:** Current

### Arabic

**Level:** Native  |  **Experience:** More than 10 years  |  **Last Used:** Current

## Hobbies and Interests

**Computers and Programs, Global IT News, Traveling, Culture, Football**