haytham

CHIEF ACCOUNTANT

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**Summary**

Accounting and Finance expert with more than 15 years' experience in business development and growth with development of short and long-term financial plans, budgets and forecasts for companies. Experienced in the daily operations of businesses along with managing staff to increase productivity and compliance.

Instrumental in working with superiors and departments in order to manage financial and accounting procedures.

Bilingual in Arabic and English.

**Highlights**

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| --- | --- |
| * Account management * Budgeting * Finance operations * Data analysis * Annual reports tracking | * Cash flow * Leadership * Funding contracts * Account reconciliation * System Implementations |

**Working History**

CHIEF ACCOUNTANT 2011 – 2017

**NJOOM ALSALAM HOLDING CO RIYADH, KSA**

* Responsible for overseeing all aspects of an organization's accounting function. This includes everything from regulatory compliance with accounting standards and practices to working on developing financial strategies for the company.
* Prepare financial reports, Trial Balance, Cash Flow Statement, P&L statement, Balance Sheet.
* Maintain chart of accounts, ensure compliance of accounts with financial statements.
* Lead the accounting team to implement (ODOO) (https://www.odoo.com) ERP system
* Sets and enforce accounting policy, in addition to working with other departments to develop positions on best practices throughout the organization.
* Reports from the accounting department are checked over by me before being submitted to other departments of the company for review.
* Prepare the Consolidated Annual Financial Report

senior ACCOUNTANT 2008 – 2011

**NJOOM ALSALAM HOLDING CO RIYADH, KSA**

* Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
* Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
* Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
* Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
* Produces payroll by initiating computer processing; printing checks, verifying finished product.Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors.

ACCOUNTANT 2004 – 2008

**NJOOM ALSALAM HOLDING CO RIYADH, KSA**

* Prepares payrolls
* Post and process journal entries to ensure all business transactions are recorded
* Update accounts receivable and issue invoices
* Communicate and follow up banking transactions; Bank Account Reconciliation.
* Update accounts payable and perform reconciliations
* Secures financial information by completing data base backups

Accountant 2001 - 2004

**PETROLEUM AGENCY MANSOURA, EGYPT**

Agency for a several petroleum companies such as ExxonMobil, Shell, Misr petroleum.

* Prepares payrolls
* maintain general ledgers including processing adjusting journal entries
* Coordinate and complete the month-end closing process of the company's financial records

**Education**

DEC – 2016 IMA (Institute of Management Accountants)

CMA (No. 51769) (certified management accountant)

1996 – 1999 MAnsoura UNIVERSITY

Bachelor of commerce Mansoura, Egypt

**other certificate**

* **Certificate in (PC network)** - in 28/10/1999 for 2 months from Mansoura University (scientific computer center).
* **Certificate in (computer maintenance)** - in 27/10/1999 for 3 months from Mansoura University (scientific computer center).
* **Certificate in design by (3d studio max)** - in 27/9/2006 compressed in 1 month from Mansoura university (scientific computer center).

**COmputer skills**

* Very Good skill in working with ERP systems
* Very Good skill in working with (Microsoft Word)
* Very Good skill in working with (Microsoft Excel)
* Very Good skill in working with (Microsoft PowerPoint)
* Good skill in computer maintenance (hardware – software).
* Very Good skill in computer networking and dealing with internet and emails.

**other skills**

* Possess strong analytical and problem solving skills and ability to make well thought out decisions.
* Communication, Negotiation skills. Excellent written and verbal Communication (Arabic and English).
* Ability to continue strong & perfect performance under work stress. Resourceful in the completion of duties.
* Effective at multi-tasking. Highly self-motivated. Trustworthy and ethical.
* Ability to learn any new system with in short period.
* (IT) Knowledge.