**Khamis**

Abu Dhabi, UAE / | +971 504753686 | Nationality: Saudi (GCC) | DOB: 1983 | khamis-399555@2freemail.com

**Accountant / Sr. Administrative Officer**

I have 16 years global working experience as administration, public relation officer, HR Support, Accounts Payable, Accounts Receivable, account assistance and Bookkeeper in UAE, Saudi Arabia, USA & New Zealand.

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**Core Competencies**



Office Administration Administrative/Clerical Support Office Management

HR Support Corporate Accounting General Ledger bank reconciliation account receivable account payable

Financial Reporting & Analysis Financial Statements Forecasting & Budget Audit Reviews

Data analysis

Attention to detail

Verbal & Written Communication

Oracle Database

Microsoft office

Java & PHP

**Profile Summary**



* Expert in managing daily office functions, handling correspondence, operating, and maintaining office equipment, monitoring office supplies, handling inventory, supervising budgets and managing payments.
* Proficient in managing paperwork, updating electronic databases, managing employee and customers files and other official records; preparing reports as well as developing, modifying and maintaining any other databases related to departmental activities.
* Preparing Profit & Loss Statement, Balance Sheet, Manage AP/AR, MIS reports, Bank reconciliation, cash flows, Bank Guarantees.
* Summarizes receivables by maintaining invoice accounts, coordinating monthly transfer to accounts receivable account, verifying totals, preparing the report.
* Debtor collection update for follow up with customers for payment and Invoice submission along with monthly statement or outstanding summary.

**Professional Experience**

**University in USE (2017 – 2020)**

**Cashier**

**Responsibilities:**

* Collects money and returns change to customers
* Counts money collected, balances it with tickets, and submits to supervisor for review
* Opens and closes facilities at beginning and end of shifts

**Kanoo Group, Abu Dhabi, UAE ( 2013 – 2016)**

**Account Receivable / administrator**

**Responsibilities:**

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Reconciled different client bank and credit card accounts each month

Maintained and updated statistical and graphical reports in MS excel.

Update Excel. Spreadsheet and send invoices via Microsoft outlook 2013.

compliance with bank procedures; ensured security and confidentiality of customers’ information.

**Abraham Solomon Accountants Ltd, New Zealand (Jun 2012 – Nov 2012)**

**Accountant**

**Responsibilities:**

* Drafted and prepared journal entries, bank reconciliations, account receivables, business budgets.
* Calculated the organization’s tax responsibility and completed corporate tax returns each year

**Saudi Post, Dammam, KSA ( 2007 – 20008)**

**System Operator**

**Responsibilities:**

* Direct items according to established routing schemes, using computer controlled
* Operate various types of equipment, such as computer scanning.

**Rashed Abdul Rahman AlRashed & Sons Group, Khobar, KSA (2005 – 2006)**

**Human resource coordinator**

**Responsibilities:**

* Support recruitment for all positions.
* Administering employee health and welfare plans
* Acting as a liaison between employees and insurance providers

**Abu Dhabi Tower , Abu Dhabi, UAE ( 2000 – 2005)**

**Public relation officer (PRO)**

**Responsibilities:**

* Process for all work relating to visas, licenses, registrations, expiry.
* Maintain a record of rental agreements and renewal.
* Represent the company at various governmental bodies.

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**Education**

**MBA Master** GPA **3.70/4**,Eastern New Mexico University, USA, (2020)

**BSc In Accounting,** Auckland University of Technology,New Zealand (2012)

Certificate in Business Foundation Studies, University of Canterbury, New Zealand (2009)

Diploma in computer programming, Dammam College of Technology, KSA (2005)

**Training Courses**

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Finance for operation director Certification Goskills, USA, 2019 Spanish-Language Certification University of Utah, USA, 2018

BUS 518W: Writing for Business (20-hour workshop) Barry University, USA, 2017

BUS 516W Marketing (6-hour workshop) Barry University, USA, 2017

BUS 513W: Economics (20-hour workshop) Barry University, USA, 2017

BUS 515W: Management (6-hour workshop) Barry University USA, 2017

Project management University of South Florida, USA, 2016

GRE course Florida University Gate, USA, 2016

Accounting Fundamentals Lincoln university, New Zealand 2011

Certificate of proficiency in Management Accounting, AUT, New Zealand 2011

Certificate of proficiency in Managing Business Relationships, AUT, New Zealand 2011

English for academic purposes, University of Canterbury, New Zealand 2008

**Extracurricular Activities**

**Volunteer Contributor:**

* Seha initiative **"istijabah**" Response to COVID-19 outbreak,UAE 2020
* Help hurricane Irma victims with money, food, cleaning and where to volunteer, US 2017
* Helping of others after earthquake hit Christchurch, New Zealand 2010
* Zayed charitable & humanitarian foundation Abu Dhabi, UAE 2005

**Honors & Awards**

* Ministry of Higher Education Scholarship (4 years)
* Honored by the Saudi Embassy in New Zealand & USA for volunteer work, 2012,2019
* Honored by Zayed Charitable & Humanitarian Foundation Abu Dhabi, UAE 2005