



Hamid Ullah Khan

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DOB: 02 OCT 1986 | **DRIVING LICENSE-** SAUDI ARABIA | **PROFESSION:** -FINANCIAL ANALYSIS SPECIALIST

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Executive Summary

Experienced Finance, Accounts, and Procurement professional with 16+ years of multi-sector experience across Saudi Arabia. Expertise includes Accounts Payable/Receivable, Payroll, Financial Reporting, Budgeting, Procurement, Audit, and ERP systems (Oracle, Xero, MYOB). Proven track record of improving processes, cash flow management, and delivering operational efficiencies. Experience in team Management, Vendor Relations, Procurement, Inventory Control. Seeking Australian opportunities with potential 482 visa sponsorship, flexible to relocation, and immediately available.

Core Skills

- ⊕ **Accounting systems** – Experience working with Accounting and Finance systems like Oracle ERP, Xero, MYOB, MS Dynamics, Zoho, QuickBooks, AXAPTA and SW POHODA.
- ⊕ **Data Entry** – High Level of accuracy and attention to detail in data entry, proactive and strong ability to prioritise tasks and meet deadline in busy work environment
- ⊕ **GST & VAT** – Sound understanding of GST and VAT invoices processing and Month & quarterly Vat return submission
- ⊕ **Microsoft office** – Intermediate to advance skills in Excel, word, (Advanced: Pivots, Macros, Modelling)

Employment History

<u>Designation</u>	<u>Company Name</u>	<u>Department</u>	<u>Location</u>	<u>Duration</u>
Accounts/Audit Supervisor	Etechs- Equipment and Technical Services Company	HQ Finance	Riyadh, Saudi Arabia	June 2025 – Present
Accounts Payable Accountant	Action International	Finance Department	Jeddah, Saudi Arabia	June 2024 – June 2025
Accounts Receivable Specialist	Hwadi Company Limited	Hospitality Business Unit	Riyadh, Saudi Arabia	Oct 2023– June 2024
Senior Accountant	Sana Tourism	Finance	Khobar, Saudi Arabia	Dec 2022 – Oct 2023
Property Accountant	Alshaya Group	Retail - Facilities Projects and Property	Riyadh, Saudi Arabia	June 2018 – Dec 2022
Admin Accountant	Alshaya Group	Retail - Admin Department	Riyadh, Saudi Arabia	Nov 2012 – June 2018
Procurement Officer	Al bayan Holding Company	Medical Projects Dept	Riyadh, Saudi Arabia	Mar 2010 – Nov 2012

Career Achievements

- ⊕ **Al Bayan Group** – Built comprehensive tracker in Excel of all medical items purchased, including handling of two big Hospital, Saud Al Babtain and Prince Sultan Cardiac Centre
- ⊕ **Alshaya Group** – Handled Payment of 7000 Employees visa Renewal fees, exit re-entry and profession change and recording the transactions in oracle ERP systems.
- ⊕ Handled payment of 1100 stores in terms of store license renewal fees, sales lines fees, posters fees and Municipality penalties.
- ⊕ Handled 500,000 SAR petty cash for various business expenses and processed in Oracle ERP system.
- ⊕ Handled 20 million SAR online Account
- ⊕ **Alshaya Group** – Earned top performer honours by processing 30,000 facilities and projects payables invoices in the year 2022.
- ⊕ **Sana Tourism** – Saved 1.5 million SAR by finding unclaimed Vat invoices.

Education & Qualifications

Member of (SOCPA) Saudi Organization for Chartered & Professional Accountants – Saudi Arabia	Oct 2019
Master of Business Administration (Finance Major), University of Peshawar, Pakistan	Mar 2009
Diploma in Electrician (6 Months)– Skill Development Council, Peshawar- Pakistan	June 2006

Skills & Technology

- ⊕ Expertise in ERP: Oracle, pronto, MS Dynamics, Zoho, Xero, Quick Books, Foodics, Segment
- ⊕ Excellent computer skills MS Office: Excel (modelling, macros, pivots, advanced), Word (proficient), PowerPoint (proficient), Access (intermediate), Coding/Languages & Other Technologies: VBA
- ⊕ Strong administrative and time management skills
- ⊕ Experience in customer services
- ⊕ Excellent written and verbal skills
- ⊕ Ability to work independently and within a team
- ⊕ Friendly track record with colleagues.

Interests

Cricket, Watching News, Cooking, Travelling

Detailed Summary

EQUIPMENT AND TECHNICAL SERVICES CO *Riyadh /Saudi Arabia*

JUNE 2025– Present

For over four decades, Etechs has been at the heart of transformation, helping industries and communities adopt smarter, safer, and greener solutions. Since 1985, having built a reputation for delivering technology that lasts and services that matter. ETECHS specialize in: • Contracting: Protection, alarm, and firefighting systems; integrated and physical security; coastal surveillance; armoured systems. • Maintenance & Technical Support: Comprehensive maintenance, technical support, upgrades, monitoring, and continuity management. • Trading & Supply: Safety and fire protection products, CCTV, access control, intrusion detection, physical security, Armor Tec, and power systems. • Manufacturing & Assembly: Local manufacturing with UL/FM licensed gas filling stations and Armor Tec solutions. What sets us apart is our ability to integrate expertise with innovation. Every project we take on is designed around the client's needs, from consultation and design to implementation and long-term support. Our goal is simple: to be the partner of choice for organizations seeking trusted technology solutions that enable progress and create long-term value.

ACCOUNTS SUPERVISOR

Accounts Receivable Role

- ⊕ Prepared, printed invoices in segment accounting system and send invoices to clients in a timely manner
- ⊕ Processed receipts and allocated payments in segment accounting system.
- ⊕ Followed up with clients on outstanding Accounts / invoices and debt collection
- ⊕ Maintained accurate and up-to-date records of all customer account record and invoicing activities
- ⊕ Identify opportunities to improve the invoicing process and make recommendations for process improvements
- ⊕ Ensured compliance with all relevant laws and regulations related to invoicing
- ⊕ Respond to customer inquiries related to invoices and billing
- ⊕ Prepared periodic reports on accounts receivable and collection status.
- ⊕ Resolved payment dispute professionally and maintain strong client relationship with client.
- ⊕ Coordinated with the legal team or internal department regarding the overdue accounts.
- ⊕ Conducted client visit when required.
- ⊕ Prepared bank reconciliation for all bank accounts.
- ⊕ Prepared monthly project status report.
- ⊕ Reviewed new contracts regarding payment terms, guarantees, insurance, penalties and issuing guarantees according to client template.
- ⊕ Prepared weekly forecast collection report based on payment terms, client communication and client portals.
- ⊕ Prepared and send reconciliation to all client.

Accounts Payable Role

- ⊕ Processing supplier invoices accurately and timely manner
- ⊕ Matched invoices with purchase order and delivery dockets. Oversee purchasing, vendor management, and payment cycles.
- ⊕ Verifying transaction coding, secure approvals, and accurately enter date in segment accounting system.
- ⊕ Reconciling vendor statements, swiftly resolving any discrepancies to maintain strong relationships.
- ⊕ Overseeing weekly payment runs, including checks and electronic transfers, ensuring timely payments to vendors and subcontractors.
- ⊕ Maintained well-organized and accurate accounts payable files and records.
- ⊕ Assisted with month-end closing activities, ensuring smooth financial operations.
- ⊕ Respond to supplier queries and reconcile Statement of Accounts.
- ⊕ Maintained financial records for petty cash and cash-on-hand. Review invoices and checking payment requests.
- ⊕ Analyzed GL entries in terms of prepayments, advances, amortizations and accrued expenses.
- ⊕ Analyzed journal entries for petty cash and cash on-hand transactions.
- ⊕ Reviewed Reconciliation of payments and analysis of petty cash.
- ⊕ Reviewed temporary & permanent cash in advance requests.
- ⊕ Assist in month end/year end closing and produce monthly reports.
- ⊕ Performed monthly review of vendor statements.
- ⊕ Analyzed monthly prepaid expense statements

Payroll management Role

- ⊕ Processed monthly payroll of 1238 staff including top management accurately and on time.
- ⊕ Reviewed and processed payroll data including salaries, overtime, deductions, and leaves
- ⊕ Handle payroll discrepancies and employee inquiries
- ⊕ Maintained proper payroll reports trackers and summaries
- ⊕ Processed EOSB and staff final settlements
- ⊕ Coordinated with HR and recruitment department for employee data updates.
- ⊕ Ensured timely GOSI submission and compliance

Inventory management Role

- ⊕ Keep track of the stock levels by maintaining proper tracking mechanism to ensure that the store always has enough stock to meet customer demand.
- ⊕ Forecasted future items demand to ensure proper stock levels are maintained.

- ⊕ Ordered new inventory from suppliers to replenish stock levels when needed.
- ⊕ Monitored and managed inventory turnover in the store to avoid overstocking or understocking.
- ⊕ Developed and implement inventory control procedures to reduce waste and losses.
- ⊕ Managed and coordinate inventory activities, including receiving, storing, and organizing products.
- ⊕ Conduct monthly inventory audits to identify and reconcile discrepancies.

Audit Role

- ⊕ Performed regular reconciliation of accounts and supported audit processes
- ⊕ Assisted with audit completion and reporting
- ⊕ Performed walkthroughs, testing, and documentation of risk and controls
- ⊕ Assisted in internal and external audits by providing required documentation and explanations
- ⊕ Support audit planning, risk assessment and tailored audit programs
- ⊕ Verified invoices, payments, and journal entries to ensure accuracy and compliance
- ⊕ Monitored accounts payable and receivable for discrepancies and irregularities
- ⊕ Execute substantive procedures over key financial reporting areas
- ⊕ Strengthened internal controls to improve financial accuracy and reduce risks
- ⊕ Coordinated with external auditors during annual audits
- ⊕ Prepared audit schedules, reports, and financial data for review
- ⊕ Responded to audit queries and ensured timely submission of required documents
- ⊕ Assisted in implementing audit recommendations and process improvements
- ⊕ Led audit assignments focusing on financial, operational, and compliance areas
- ⊕ Evaluated internal control systems and implemented improvements
- ⊕ Managed timelines across multiple engagements and meet key milestones
- ⊕ Conducted risk assessments and developed audit plans
- ⊕ Ensured adherence to international accounting and auditing standards
- ⊕ Trained junior staff on audit procedures and documentation
- ⊕ Reviewed and support junior team members' work

General Accounting & Admin and Accounts Reporting Role

- ⊕ Assisted the team with bank and credit card reconciliation.
- ⊕ Support in audit process and provide the documentations as required.
- ⊕ Performed general accounts administration and ad-hoc tasks.
- ⊕ Partnered with leadership to evaluate new projects investments, and product cost structures.
- ⊕ Build and mentor finance teams to strengthen organizational capability.
- ⊕ Acted as a business advisor to senior management, aligning financial planning with strategic growth.

ACTION INTERNATIONAL *Jeddah /Saudi Arabia*

JUNE 2024– JUNE 2025

ACTION INTERNATINAL aim is to deliver the smartest solutions to the toughest fluid challenges on the planet. Action view himself as partners with our customers, employees, community and the environment. The engineering, sales, and field personnel are dedicated to one principal philosophy – to serve the customers by providing innovative and effective solutions. Action aim to expand on our regionally recognized brand name, and continue to prioritize quality, health, safety and the environment in everything we do.

ACCOUNTS PAYABLE ACCOUNTANT

Accounts Payable Role

- ⊕ Processing accounts payable invoices, prepayments and expense reports with precision, adhering to company policies and deadlines.
- ⊕ Overseeing weekly payment runs, including checks and electronic transfers, ensuring timely payments to vendors and subcontractors.
- ⊕ Reconciled vendor statements, swiftly resolved any discrepancies to maintain strong relationships with vendors.
- ⊕ Verified transaction coding, secure approvals, and accurately enter data into Oracle.
- ⊕ Handled payroll, monthly salaries payment of all staff including higher management
- ⊕ Maintained well-organized and accurate accounts payable files and records.
- ⊕ Assist with month-end closing activities, ensuring smooth financial operations.

- ⊕ Collaborate with internal teams and vendors to address payment-related inquiries and issues.
- ⊕ Maintained financial records for petty cash and cash-on-hand. Review invoices and checking payment requests.
- ⊕ Daily accounting entry on the system and recording invoices.
- ⊕ Reconciled GL entries in terms of prepayments, advances, amortizations and accrued expenses.
- ⊕ Prepared journal entries for petty cash and cash on-hand transactions.
- ⊕ Reconciliation of payments and prepare analysis of petty cash.
- ⊕ Reviewed temporary & permanent cash in advance requests.
- ⊕ Monthly audit for employee's expenses claims.
- ⊕ Monthly follow up on petty cash with all 13 custodians.
- ⊕ Performed monthly review of vendor statements

Payroll Role

- ⊕ Processed monthly payroll of 1238 staff including top management accurately and on time.
- ⊕ Reviewed and processed payroll data including salaries, overtime, deductions, and leaves
- ⊕ Handle payroll discrepancies and employee inquiries
- ⊕ Maintained proper payroll reports trackers and summaries
- ⊕ Processed EOSB and staff final settlements
- ⊕ Coordinated with HR and recruitment department for employee data updates.
- ⊕ Ensured timely GOSI submission and compliance

Audit Role

- ⊕ Performed regular reconciliation of accounts and supported audit processes
- ⊕ Assisted with audit completion and reporting
- ⊕ Performed walkthroughs, testing, and documentation of risk and controls
- ⊕ Assisted in internal and external audits by providing required documentation and explanations
- ⊕ Supported audit planning, risk assessment and tailored audit programs
- ⊕ Verified invoices, payments, and journal entries to ensure accuracy and compliance
- ⊕ Monitored accounts payable and receivable for discrepancies and irregularities
- ⊕ Executed substantive procedures over key financial reporting areas
- ⊕ Strengthened internal controls to improve financial accuracy and reduce risks
- ⊕ Coordinated with external auditors during annual audits
- ⊕ Prepared audit schedules, reports, and financial data for review
- ⊕ Responded to audit queries and ensured timely submission of required documents
- ⊕ Assisted in implementing audit recommendations and process improvements
- ⊕ Led audit assignments focusing on financial, operational, and compliance areas
- ⊕ Evaluated internal control systems and implemented improvements
- ⊕ Managed timelines across multiple engagements and meet key milestones
- ⊕ Conducted risk assessments and developed audit plans
- ⊕ Ensured adherence to international accounting and auditing standards
- ⊕ Trained junior staff on audit procedures and documentation
- ⊕ Reviewed and support junior team members' work

Accounts Reporting

- ⊕ Prepared quarterly VAT return reports and Payments to ZATCA
- ⊕ Performed the audit exercises, ensuring adherence to standard requirements
- ⊕ prepared Accounts payable status / ageing report to Management on weekly, monthly & quarterly basis
- ⊕ Analysis of all supplier/vendor duplicated invoices and its cancellations

HWADI COMPANY LIMITED *Riyadh /Saudi Arabia*

Oct 2023 – June 2024

Hwadi is a Saudi group that provides integrated services in arts & culture, entertainment, sports & hospitality with a global vision and a deep experience

ACCOUNTS RECEIVABLE SPECIALIST- HOSPATILITY BUSINESS UNIT

Accounts Receivable Role

- ⊕ Generated, Printed and handed out invoice, receipt, credit note, debit note to customers.

- ⊕ Followed up with clients / corporates to collect the outstanding dues in a timely manner.
- ⊕ Prepared periodic reports on accounts receivable and collection status.
- ⊕ Resolved payment dispute professionally and maintain strong client relationship.
- ⊕ Coordinated with the legal team or internal department regarding the overdue accounts.
- ⊕ Conducted client visit when required.
- ⊕ Prepare bank reconciliation for all bank accounts in order to maintained corrected GL account.
- ⊕ Reviewed new contracts regarding payment terms, guarantees, insurance, penalties and issuing guarantees according to client template.
- ⊕ Prepared weekly forecast collection report based on payment terms, client communication and client portals.
- ⊕ Prepared and send reconciliation to all client.
- ⊕ Collected and follow up payment from customers as per schedules & locations.

Accounts Payable Role

- ⊕ Handled online account payments for various invoices and payments related to government fees, rental, electricity and other variables expenses and posting it in Microsoft dynamics.
- ⊕ Handled payroll, monthly salaries payment of all staff including higher management
- ⊕ Followed up with all the vendors for the outstanding invoices.
- ⊕ Reconciliation of all account's payables.

Payroll management Role

- ⊕ Processed monthly payroll of 3200 staff including top management accurately and on time.
- ⊕ Reviewed and processed payroll data including salaries, overtime, deductions, and leaves
- ⊕ Handle payroll discrepancies and employee inquiries
- ⊕ Maintained proper payroll reports trackers and summaries
- ⊕ Processed EOSB and staff final settlements
- ⊕ Coordinated with HR and recruitment department for employee data updates.
- ⊕ Ensured timely GOSI submission and compliance

Inventory management Role

- ⊕ Managed the inventory levels of food products in the store.
- ⊕ Keep track of the stock levels to ensure that the store always has enough products to meet customer demand.
- ⊕ Forecasted future product demand to ensure proper food stock levels are maintained.
- ⊕ Ordered new food items from suppliers to replenish stock levels when needed.
- ⊕ Monitored and manage inventory turnover in the store to avoid overstocking or understocking.
- ⊕ Developed and implement inventory control procedures to reduce waste and losses.
- ⊕ Worked with store team to ensure that products are being promoted effectively and are selling well.
- ⊕ Managed and coordinate inventory activities, including receiving, storing, and organizing products.
- ⊕ Conducted regular inventory audits to identify and reconcile discrepancies.
- ⊕ Collaborated with other departments to optimize inventory management and improve overall store performance.

Accounts Reporting Role

- ⊕ Prepared PNL and balance sheet of the company
- ⊕ Prepared monthly receivable status report.
- ⊕ Prepared Quarterly VAT reports and Payments to ZATCA
- ⊕ Prepared reports on Accounts Receivable / ageing to Management on weekly, monthly & quarterly basis
- ⊕ Analyzed all duplicated invoices and its cancellations
- ⊕ Created new processes to improve financial efficiency

SANA TOURISM COMPANY, KHOBAR (EP) / SAUDI ARABIA

DEC 2022 – OCT 2023

SANA TOURISM is established to Enrich the Tourism experiences in Saudi Arabia by providing a one-stop-shop for incoming tourists and corporates.

SENIOR ACCOUNTANT

- ⊕ Generated invoices in Zoho and sent invoices to individuals and corporates after sales team confirmation.

- ⊕ Confirmed the payment status to clients after receiving the amount in company bank account.
- ⊕ Prepared RFQs for various hotels, select affordable price after analysing the quotation and Processed hotel booking payment for clients.
- ⊕ Addressed Supplier Queries and reconciled supplier statement of accounts.
- ⊕ Prepared quarterly Vat returns reports.
- ⊕ Prepared monthly PNL Reports.
- ⊕ Prepared Sales reports.
- ⊕ Timely collected the outstanding debts
- ⊕ Resolved and escalated invoice queries.
- ⊕ Monitored and recommended action on bad debts and escalation to legal services.
- ⊕ Maintained company employee's tracker
- ⊕ Processed 15 staff salaries, deductions, annual leave, and air tickets.
- ⊕ Processed employee's final settlements
- ⊕ Supported in year-end audit process.
- ⊕ Conducted Month-end Debtors & Creditors reconciliations and reporting
- ⊕ Maintained financial records like general ledger and financial statements.
- ⊕ Processed monthly payroll of 38 staff including top management accurately and on time.
- ⊕ Reviewed and processed payroll data including salaries, overtime, deductions, and leaves
- ⊕ Handle payroll discrepancies and employee inquiries
- ⊕ Maintained proper payroll reports trackers and summaries
- ⊕ Processed EOSB and staff final settlements
- ⊕ Coordinated with HR and recruitment department for employee data updates.
- ⊕ Ensured timely GOSI submission and compliance

ALSHAYA GROUP RYADH /SAUDI ARABIA

NOV 2012– DEC 2023

Alshaya Group is a dynamic family-owned enterprise, first established in Kuwait in 1890. With a consistent record of growth and innovation, Alshaya Group is one of the world's leading brand franchise operators, offering an unparalleled choice of well-loved international brands to customers. Alshaya Group's portfolio extends across MENA, Russia, Turkey and Europe, with thousands of stores, cafes, restaurants and leisure destinations, as well as a growing online and digital business. Operating in multiple sectors including Fashion, Food, Health & Beauty, Pharmacy and Leisure & Entertainment, Alshaya Group colleagues are united by a commitment to authentically deliver great customer service and brand experiences. Fresh, modern and relevant, Alshaya's constantly evolving portfolio reflects the choices and lifestyle of its customers. From flagship stores and restaurants in prestige malls, through to local coffee shops, drive-thrus and online, Alshaya Group brings customers the brands they love in the places they want to be. Brands such as Starbucks, H&M, Mothercare, Debenhams, American Eagle Outfitters, P.F. Chang's, The Cheesecake Factory, The Body Shop, M.A.C, Victoria's Secret, Boots, and KidZania.

PROPERTY ACCOUNTANT- FACILITIES FINANCE- PROJECTS & PROPERTY

JUNE 2018– DEC 2022

ACCOUNTS PAYABLE & PROCUREMENT (P2P) ROLE

- ⊕ Receiving approved Quotations from facilities supervisors and Managers for various suppliers/contractor for maintenance work.
- ⊕ Reviewed the quotations in terms of prices and quality.
- ⊕ Placed purchase order to contactor / suppliers after reviewing the approved supplier quotation to execute the work.
- ⊕ Tracking all purchase orders and follow up. Monitored the delivery schedules and follow up on suppliers to ensure prompt and complete order fulfilment.
- ⊕ Reconciled supplier statement of accounts.
- ⊕ Coordinate with supplier to submit their invoices after work completion.
- ⊕ Prepared the payment run and execute the payments according to the invoice terms and conditions.
- ⊕ Conduct research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality.
- ⊕ Run BOQ and RFP for various contractors.
- ⊕ Develop tender and pre-qualification documents after running the BOQ.
- ⊕ Administrator the procurement process according to the company policy and procedures.
- ⊕ Direct all Vender Management, Capex-related purchase orders and invoice functions of the KSA Property Department.
- ⊕ Managed and execute facilities processes, including sourcing, purchasing and supplier negotiations

- ⊕ Oversee the preparation, review, and management of contracts and agreements.
- ⊕ Coordinated with projects teams to track progress and ensure alignment with quality, cost, and timeline targets.
- ⊕ Develop and maintain a comprehensive supplier data base
- ⊕ Prepared regular procurement and project follow up reports for management

FINANCIAL ANALYSIS AND REPORTING ROLE

- ⊕ Making monthly accruals and presenting it to senior business finance manager
- ⊕ Analysing weekly sales reports, comparing weekly and monthly sales reports, and presenting it to senior business finance manager.
- ⊕ Analysing key financial report (KFR) to review any closed and store opened.
- ⊕ Worked with various department likes Facility, Asset and Real estate to develop the organization's budget by taking into consideration the liquidity and market risk.
- ⊕ Reviewed manager's budget proposals for completeness, accuracy, and compliance with internal policy & procedures. Monitor organizational spending to ensure that it is within budget by conducting credit risk model.
- ⊕ Worked with Assets & Real-estate departments for Portfolio Review- study trends that impact investments and assessing market risk and write reports regarding economic and business changes and activities that affect the value of investments.
- ⊕ Competently prepared Cash Flow Forecasts each month for monitoring and forecasting portfolio cash flow uses and needs. Adeptly organise monthly forecasts of capital expenditures for the KSA Market

Audit Role

- ⊕ Performed regular reconciliation of accounts and supported audit processes
- ⊕ Assisted with audit completion and reporting
- ⊕ Performed walkthroughs, testing, and documentation of risk and controls
- ⊕ Assisted in internal and external audits by providing required documentation and explanations
- ⊕ Support audit planning, risk assessment and tailored audit programs
- ⊕ Verified invoices, payments, and journal entries to ensure accuracy and compliance
- ⊕ Monitored accounts payable and receivable for discrepancies and irregularities
- ⊕ Execute substantive procedures over key financial reporting areas
- ⊕ Strengthened internal controls to improve financial accuracy and reduce risks
- ⊕ Coordinated with external auditors during annual audits
- ⊕ Prepared audit schedules, reports, and financial data for review
- ⊕ Responded to audit queries and ensured timely submission of required documents
- ⊕ Assisted in implementing audit recommendations and process improvements
- ⊕ Led audit assignments focusing on financial, operational, and compliance areas
- ⊕ Evaluated internal control systems and implemented improvements
- ⊕ Managed timelines across multiple engagements and meet key milestones
- ⊕ Conducted risk assessments and developed audit plans
- ⊕ Ensured adherence to international accounting and auditing standards
- ⊕ Trained junior staff on audit procedures and documentation
- ⊕ Reviewed and support junior team members' work

ADMIN ACCOUNTANT- ADMIN DEPARTMENT, BUSINESS SERVICES

NOV 2012– JUNE 2018

- ⊕ Handle 1100 Stores in terms of store license renewal, sales license, posters, penalties, and electricity payments also store maintenance payments and recording the transactions in oracle ERP system.
- ⊕ Handle 8000 staff for iqama renewal payments, exit re-entry payments, profession change payments, transfer sponsorship payments for new hired staff, and iqama issuance payments for new staff and recording the transactions in oracle ERP system.
- ⊕ Renewing iqama, issuing exit re-entry through Muqem system.

- ⊕ Handle petty cash of 500,000 SAR for staff final settlement, business travel claims, business travel advances, petrol expense, staff cash salaries and salaries advance for newly hired staff and recording the transactions in oracle ERP system.

AP & PROCUREMENT ROLE.

- ⊕ Coordinated with various department regarding the purchase of equipment, stationery and supplies and manpower.
- ⊕ Sent quotation requests to relevant supplier by placing RFQ's for the price low price quote
- ⊕ Received quotation from suppliers, selected affordable prices.
- ⊕ Placed Purchase Orders by using oracle ERP, send it to relevant supplier, checked Shipment, coordinated with sales team, Inventory team and customer for delivery of items.
- ⊕ Coordinate with supplier to submit their invoices after delivery and work completion.
- ⊕ Receiving invoices and booked the invoices accurately to avoid from any incorrect payments.
- ⊕ Processed payment runs, execute the payments and ensured that all the payment is processed accurately and timely manner.
- ⊕ Oversees Vehicle and operational administration including registrations, fuel cards and servicing records
- ⊕ Maintained assets registers and support stocktakes, inventory reconciliation and keep record tracker in excel.

Payroll management Role

- ⊕ Processed monthly payroll of 11,700 staff including top management accurately and on time.
- ⊕ Reviewed and processed payroll data including salaries, overtime, deductions, and leaves
- ⊕ Handle payroll discrepancies and employee inquiries
- ⊕ Maintained proper payroll reports trackers and summaries
- ⊕ Processed EOSB and staff final settlements
- ⊕ Coordinated with HR and recruitment department for employee data updates.
- ⊕ Ensured timely GOSI submission and compliance

ALBAYAN GROUP, RIYADH, RIYADH /SAUDI ARABIA

MAR 2010 – NOV 2012

The origin of Al-Bayan Holding Group can be traced back to early seventies, and it was with the advent of the eighties, when Al Bayan Holding Group started a complete transformation in the organizational structure and defined the strategy to meet the growing needs of the Saudi markets. Since then, the business has evolved and has been diversified to include the acquisition, distribution, selling and merchandising of products and services. The Group progresses steadily in the 1980's and more rapidly in the 1990's and soon become one of the leading corporations in Saudi Arabia. In 1993, Al-Bayan Holding Group was appointed among the Top 100 companies in the Kingdom of Saudi Arabia. Since then, the scope of activities has been increased and nowadays includes a number of progressive and emerging businesses in various sectors of the economy.

PROCUREMENT OFFICER- MEDICAL PROJECTS DEPARTMENT

- ⊕ Preparing plans for the purchase of equipment, services, and supplies for Al Babtain and Prince Sultan Cardiac Centre by sending quotation request to various suppliers.
- ⊕ Received quotation from suppliers, selection of affordable prices, making RFQ's.
- ⊕ Conduct research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality.
- ⊕ Placing Purchase Orders by using access database, and checking Shipment, coordination with sales team, Inventory team and customer for delivery of items.
- ⊕ Coordinate with supplier to submit their invoices after work completion.
- ⊕ Receiving invoices and to ensure that all invoices is recorded timely and accurately to avoid from any incorrect payments.
- ⊕ Supervise the preparation of payments and to ensure that all the payment is processed accurately and timely manner.