

# Ahmed Elamin

Senior Accountant



## Contact

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## Accounting Software

- Oracle accounting system
- Odoo accounting program
- And currently on the SAP program(ERP)

## Languages

### Arabic



### English



## Profile

Organized, motivated and initiator. I started as an accountant as an actual start and practice in Sudan, the Hashemite Kingdom of Jordan and the Kingdom of Saudi Arabia, accumulated experience over 12 years, during which I progressed in financial management positions to an account manager and administrator. With the ability to communicate effectively and efficiently with all relevant departments and levels internally And externally, I use The initiative to achieve the goals in an advanced way of performance in implementing the policies and directions of the system. I always look forward to facing new challenges and broader responsibilities in career progression.

## Skills and Abilities

- Fast Learner
- Teamwork
- Time Management
- Financial Reporting
- Microsoft Excel
- Financial Analysis
- Microsoft Office
- The ability to make decisions.
- Proficiency in dealing with the Internet.
- High capabilities in using computers and accounting programs.
- High administrative, leadership and organizational capabilities.
- Good command of the English language, speaking, writing and understanding.

## Employment History

### Account Manager, Dr. Ahmed Abanamy Hospital (under construction)

Kingdom of Saudi Arabia

JANUARY 2020 – CURRENT

- Worked well independently and with others.
- Delegated tasks to team members.
- Effectively built and maintained long-lasting client relationships.
- Brought forth a self-motivated attitude.
- Designing the documentary cycle (accounts, purchases, sales, production, administrative affairs) and training employees and managers on handling documents to ensure tight control.
- Preparing the internal regulations to organize the work to control the work system in a way that serves the company's objectives.
- Drafting employment contracts to be applied when hiring new employees to preserve the company's rights and regulate the work relationship between it and the employees.
- Design administrative affairs forms appropriate to work requirements

(leave request forms, monthly authorizations, administrative investigation minutes, periodic and annual evaluation of the employee, resignation).

- Introducing a system of authentication with customers and suppliers.
- Re-examining the credit granted to customers and granted to the company from suppliers in terms of value and period of collection or repayment to help create liquidity by relying on internal sources to finance the company's activity.
- Implementing a new accounting program and training accountants on it.
- Amending the salary disbursement system to the banking system and concluding an agreement with the bank to create financing opportunities for personal loans to employees by guaranteeing their jobs.
- Submitting tax returns within the legal deadlines.
- Oversight of the performance of the company's financial management and accountants

**Account Manager, Dr. Ahmed Abanamy Polyclinic**

*Riyadh, Kingdom of Saudi Arabia*

*JANUARY 2015 – JANUARY 2020*

- Worked to support the senior creative staff with day-to-day tasks.
- Implemented and updated application modules under the direction of Senior Software Developers.
- Documented all concerns and incidents and reported them to a senior supervisor.
- Worked with Accountant at the end of the year to provide information and ensure accuracy.
- Assisted Senior Content Acquisition Directors with initiatives targeted toward optimizing products and consumer experience.
- Assisted Senior Buyer with all assigned duties related to the cultivation of new clothing and accessory lines.
- Assisted senior bankers with management of capital markets transactions.
- Worked with Senior Directors to evaluate and improve strategy and overall financial efforts for the firm's growth.
- Worked with senior executives to develop problem-solving strategies.

**Senior Accountant, Durrat Al-Izdihar Company**

*Riyadh, Kingdom of Saudi Arabia*

*JULY 2014 – DECEMBER 2014*

- Implemented and updated application modules under the direction of Senior Software Developers.
- Worked to support the senior creative staff with day-to-day tasks.

**Accountant, Jazan Agricultural Development Projects in cooperation with Durrat Al-Izdihar Company**

*Jazan, Kingdom of Saudi Arabia*

*JANUARY 2014 – JULY 2014*

- Worked to support the senior creative staff with day-to-day tasks.
- Implemented and updated application modules under the direction of Senior Software Developers.

- Documented all concerns and incidents and reported them to a senior supervisor.
- Assisted Senior Content Acquisition Directors with initiatives targeted toward optimizing products and consumer experience.

#### **Accountant, Favorite Optics Corporation**

*Jeddah, Saudi Arabia*

*JANUARY 2013 – JULY 2013*

- Produced error-free accounting reports.
- Organized books and maintained inventory records.
- Aimed to provide the highest level of customer service each day.
- Provided monthly, quarterly, and annual accounting services.

#### **Accountant, Al-Shorouk Real Estate EST,**

*Amman, Jordan*

*FEBRUARY 2012 – DECEMBER 2012*

- Produced error-free accounting reports.
- Aimed to provide the highest level of customer service each day.
- Organized books and maintained inventory records.

#### **Accountant, Ahmed Mohamed Ahmed Industrial Company / Industrial Zone,**

*Khartoum, Sudan*

*FEB 2010 – DECEMBER 2011 (Started as a working student)*

- Aimed to provide the highest level of customer service each day.
- Provided monthly, quarterly, and annual accounting services.
- Produced error-free accounting reports.
- Organized books and maintained inventory records.

### **Education**

#### **Bachelor's degree: Economics, Banking & Financial Studies**

*FEBRUARY 2006 - JANUARY 2010*

*Sudan International University – Khartoum, Sudan*

*Department of Banking and Financial Studies (Department of Finance and Quantitative Analysis).*

### **Courses and Training**

#### **Auditing and Auditing Association of Chartered Auditors, Public Accountants and Auditors, Saudi Arabia/Riyadh**

*SEPTEMBER 2022 — SEPTEMBER 2022*

Evaluated the loan and credit needs of clients, taking into consideration all aspects of their financial background in relation to policies and regulations.

#### **CIA, Leaders Approach Center, Saudi Arabia/Riyadh**

*APRIL 2022*

#### **Accounting Course Association of Chartered Auditors, Public Accountants and Auditors, Saudi Arabia/Riyadh**

*MARCH 2022*

**Zakat and Tax, Public Accountants and Auditors, Saudi Arabia/Riyadh**  
*FEBRUARY 2022*

*Zakat course The Association of Certified Public Accountants and Auditors*

**IFRS International Standards Course, Algebra Training Center, Saudi Arabia/Riyadh**

*AUGUST 2021 — JANUARY 2022*

- I learned that international accounting standards have several important goals, and I seek to apply them in accounting fields, especially in my work, including: They are used in preparing financial statements and preparing accounting statements, which are internationally accepted.
- It contributes to achieving coordination between procedures and accounting rules.
- It saves time and effort while preparing financial statements, by unifying accounting procedures together.
- It supports international monetary exchange operations, which contributes to increasing the efficiency of financial markets.
- It helps companies obtain appropriate financial financing to complete all the projects they implement.

**Value added tax, Saudi Organization for Chartered and Professional Accountants -SOCPA, Saudi Arabia/Riyadh**

*JULY 4-6, 2021*

**CMA, Money Experts Center Saudi Arabia Riyadh, Saudi Arabia/Riyadh**

*FEBRUARY 2020*

**A certificate from the Ministry of the Presidency of the Council of Ministers from the National Information Center in the computer for a period of one month**

*NOVEMBER 2010*

**Training certificate from the Ministry of the Presidency of the Council of Ministers from the National Information Center in the management of systems and applications (analysis section)**

*FEBRUARY 2008 – MARCH 2009*

**Statistical Analysis Program (SPSS)**

*2010*

**Program for Data Processing, Surveys and Population Censuses (CSPRO)**

*2010*

**Work information and statistics, Ministry of Labor, Public Service and Human Resource Development**

*MARCH 2009 – MAY 2009*

**Extra-curricular activities**

**Volunteer at the Millennium Organization for Environmental Reform and Food Security**

*Khartoum, Republic of Sudan*

*FEBRUARY 2011*

**Volunteer at Al-Amal Organization for Humanitarian Aid/Republic of Sudan,**  
*Khartoum, Sudan*

*APRIL 2011*

**Member of the Saudi Anti-Fraud Association**

*Riyadh, Saudi Arabia*

*FEBRUAR 2020*

**Member of the IMA Institute of Management Accountants**

*New York, United States of America*

*JULY 2019*

**Member of the IMA Institute Riyadh Chapter**

*Riyadh, Saudi Arabia*

*JULY 2021 – JUNE 2022*

**Member of the Saudi Organization for Chartered and Professional Accountants (SOCPA)**

*Riyadh, Saudi Arabia*

*JANUARY 2017*

## **Achievements**

The most important tasks and roles that I performed during my career in accounting:

- Preparing the required and customized reports by collecting, searching and analyzing data.
- I prepare monthly summaries and reports for internal use by compiling information and reconciling different accounting ledger accounts.
- I make journal entries for the general ledger and various sub-ledgers by compiling, researching, and analyzing data regarding required updates.
- Facilitating the tasks of external auditors to prepare the facility's budget and study the conditions of its subsidiaries to evaluate their financial position.
- Communicating with banks, financial institutions, and insurance companies to support financing and solve problems related to the company.
- Designing the appropriate documentary session to tighten control and define responsibilities.
- I trained employees and managers on the documentary course.
- Prepared the internal regulations to organize the work.
- I redrafted employment contracts to be applied when hiring new employees.
- I prepared administrative affairs forms appropriate to work requirements.
- The social insurance system was modified for the better for newly appointed employees.
- Prepared the pay structure for jobs and designed a fair system for annual increases.
- The government health insurance system was introduced for old and new employees.
- The attendance and departure system was replaced from a manual system to an automated system.
- Organized files related to the company's legal status.
- I prepared a comprehensive file for the financial analysis of budgets.
- I introduced a system of authentication with customers and suppliers.

- I implemented a new accounting program and trained accountants on it.
- I modified the salary disbursement system to the banking system.

## Reference

**Dr. Ahmed Abanmay**

*CEO, Dr. Ahmed Abanamy Hospital*

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## Hobbies

Reading, writing, research, and long-distance walking.