

Abdullah Ali Munawis

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Management Profile: Finance & Accounting

~ Detail-oriented, highly regarded for leadership & specialized excellence in all areas of Finance integrated to business ~

Dynamic and results-driven professional with 16+ years of Finance & Accounting Management experience, providing financial leadership and direction to the team, managing organizational budgets, and assessing internal control systems to manage the financial health of the organization. Exploring challenging leadership assignment to leverage multifaceted competences and deliver outstanding results aligned to organizational goals and objectives thus, driving the organization to next level of excellence. Now I am completing my studies to obtain a bachelor's degree and also arranging for an accredited course starting a month from now

Leadership Strengths

- Expert in monitoring all accounting transactions, reviewing accounting data, scrutinizing income-expenditure, maintaining all accounting ledgers, performing account reconciliations and submitting ZAKAT and TAX returns.
- Proficient in developing a budget, allocating resources to each function and monitoring adherence to monetary provisions in the budget; monitoring variance & implementing corrective actions during the next budget cycle.
- Skilled in managing the full cycle of financial accounting, including preparing monthly/ annual financial statements, general ledger, journal entries, bank reconciliations and balance sheet reconciliations.
- Adept at maintaining and providing accurate and timely financial statements, monitoring daily cash transactions, developing the annual budget, and recording all financial activities for effective decision making.
- Visionary & decisive leader, able to strategize and frame a highly potential finance team to drive disciplined growth and strengthen controls.
- Possess solid communication and interpersonal skills to establish rapport will all levels of staff and management including the board of directors, executives, multidisciplinary professionals, regulators, and the government authorities.

Excellence Sphere

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|--------------------------------|----------------------------------|------------------------------------|
| ▪ Strategic Financial Planning | ▪ Internal Controls | ▪ Financial Statements Preparation |
| ▪ Accounting & Finance | ▪ Financial Risk Management | ▪ Profitability & Cost Analysis |
| ▪ Budgeting & Forecasting | ▪ Audit (Internal & External) | ▪ ZAKAT & TAX |
| ▪ Cash Flow Management | ▪ Accounting Policies/Procedures | ▪ Liaison & Coordination |
| ▪ Financial Modelling | ▪ Financial Analysis/Reporting | ▪ Team Building and Leadership |

Technical Skills: Microsoft Dynamics GP, Microsoft Office

Professional Experience

Assistant Accountant From (2006 to 2014) In Paris Gallery Co.

Chief Accountant From (2014 to 2019) In Golden Tulip Al Hamra Hotel

Finance Manager (2019-2022) In Swiss International Hotel

Responsibilities:

- Direct all financial disciplines across the company including financial planning, analysis, budgeting, forecasting, reporting, cost control as well as administration initiatives through the finance team.
- Prepare the annual and monthly budget for the company, monitor the actual performance of the company in relation to budget on a monthly basis, perform variance analysis, and implement corrective action wherever required.
- Submit the yearly ZAKAT and TAX return, quarterly VAT returns, monthly WHT returns (if applicable); audited by ZATCA for VAT & ZAKAT.
- Develop and maintain a robust internal control system to safeguard financial assets of the company; conduct and direct audits and ongoing reviews of organization controls, operating procedures, and compliance with policies and regulations.
- Evangelize the transformation of business & financial outlook, establish financial strategies, conduct feasibility studies to evaluate new business or investment proposals, and provide sound advice to the board.
- Explore profitable opportunities and work on the finance models to achieve organizational growth objectives.
- Oversee the investment of funds, identify and manage associated risks, supervise cash management activities of the group, and execute capital-raising strategies to support the company's expansion plans.
- Lead the development and implementation of accounts consolidation, financial policies, systems & procedures/guidelines to ensure smooth cash flow and streamline budgets.
- Review and appraise the soundness, effectiveness and proper application of accounting and financial controls, compliance procedures and controls and timeliness of documentation generation.

Responsibilities:

- Oversaw month/end-year processes, AR/AP, GL, budgeting, cash forecasting, revenue and expenditure variance analysis, etc.
- Maintained the company's books of accounts, recorded journal entries, posted transactions to the ledger, and entered rectification & adjustment entries; assisted finance team in monthly, quarterly & annual closing of books of accounts.
- Handled the closure of daily and monthly books of accounts; monitored variances and provided timely explanations of variances between actual results and forecasts/budgets.
- Processed all aspects of the monthly close of financial records, retrieved necessary month-end statements for the monthly closeout process, reconciled all asset accounts, including bank statements, and prepared financial statements.
- Planned, organized and evaluated all accounting procedures and policies to ensure transactions are efficient/effective, and accounting is accurate and complete.
- Prepared and analysed monthly P&L account, prepared cash flow statement (monthly), balance sheet (quarterly) and reports of annual profits/expenses to interpret the current and projected financial position of the company.
- Liaised with auditors during internal and external audits, provided accounting and financial information and addressed queries raised by them; furnished supporting documents, vouchers and proofs during audits.

Education

- **Diploma - Commercial Accounting** Mar 2006
Technology College, Al Hassa, Saudi Arabia

Professional Membership

- Associate member of SOCPA

Projects

- VAT implementation required by ZATCA.
- E-invoicing implementation required by ZATCA.
- Yearly financial audit for the company.

Personal Information

- Date of Birth: 10 July 1985
- Nationality: Saudi
- Marital Status: Married
- Languages Known: Arabic & English