




Ahmed Saeed Al-Sadiq

(Accountant / IT)

PERSONAL INFORMATION

 ADDRESS
Al-Sharqiyah - Safwa

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 PHONE
0509930106

 LINKEDIN
www.linkedin.com/in/ahmedsadeq/

PERSONAL SKILLS

Planning and organizing.
Project management.
Work under pressure.
Multi-tasking and Teamwork.
Time management.

TECHNICAL SKILLS

Microsoft Office.
PHP.
Windows OS.
Linux OS.
VBA for excel.

LANGUAGES

Arabic
English

TRAINING AND COURSES

External Audit Course 2006

CAREER SUMMARY

A professional, solution-focused Senior Accounting Officer with a Bachelor's degree in Information Technology, and remarkable experience in providing comprehensive technical support to clients and companies, operating and maintaining software systems to ensure they meet the company's needs, providing technical and financial analysis in a regular basis, conducting full financial statement audits and reviews, seeking to establish an IT successful career in a vital position where can leverage my skills to enhance and optimize the company's computer systems.

EXPERIENCES

Al-Marai Co. 2014 - Present

Senior Accounting Officer

- Executing routine inspections in the depot stock, sales van stock, and the staff workflow to ensure everything is running smoothly.
- Preparing monthly financial analyses and reports, revenue projections, forecasting expenditures, and monitoring budgets.
- Assisting with tax audits and tax returns and reviewing the customer credit limit to make sure not to exceed the approved limit and that the balance is as per the monthly plan and guidelines.
- Managing Jubail depot fixed asset and debtor's collection for Jubail depot and providing technical support and advice to junior Accountants.
- Analyzing financial information and transactions daily, spotting errors, and suggesting ways to improve efficiency, budgets, and the collection of all due amounts from customers before the month's end.
- Support IT team for upgrade handheld telecom version, backup data server, troubleshooting computers and printer's devices.

Smart Methods 6/2021 - 8/2021

Trainee

- Regularly evaluated IT systems to ensure they meet the necessary demands and created a chatbot using IBM Watson Assistant.
- Assisted with network administration tasks and the installation of software and hardware components.
- Attended training and workshops on IT daily duties, HTML, and PHP.

Al-Mana General Hospital 2007 - 2013

Accounting Assistant

- Administered processing transactions, issuing checks, and updating ledgers, and budgets, prepared financial reports, and maintained the fixed assets manual register for AGH - JUBAIL.
- Conducted daily verification of invoices and identify discrepancies, prepared bank deposits, and managed all financial transactions into internal databases.
- Maintained digital and physical financial records and prepared the annual reports of financial transactions, budgets, and fixed assets for the external auditor.
- Provided support to the Accounting Department, coordinated payroll system, created an

EDUCATION

Saudi Electronic University 2021
Bachelor of IT 2.56\4
Institute of Public Administration 2006
Diploma in Accounting 2.72\5

GRADUATION PROJECT

Application for secure data transfer in cloud computing.