

AHMED AL-SADEQ

📍 Safwa, Eastern Province31921

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PROFESSIONAL SUMMARY

Passionate Accounting Officer with entry-level experience in data accuracy and management. Independent problem-solver focused on customer service and product development. Seeking opportunity to work under a tight deadline in an established company.

WORK HISTORY

Senior Accounting Officer, 01/2014 - Current

Almarai Company

- To ensure that within depot all daily reconciliation of stocks, cash and credits are correctly processed.
- Preparation and distribution of Internal Financial statements and analyses for sales depot.
- Provision of relevant, timely and accurate depot information to regional office to support regional management in achieving their regional targets.
- Petty cash payments & Bank payment requisitions.
- Assist Regional Finance Controller and Regional Accounting Manager to ensure that depot finance activities are undertaken manner, which complies with FIS policies and procedures.
- Ensure that continuous review and improvement of internal control systems within depot and provide necessary documents to support quarterly audit file.
- Liaise with regional office for various period-end management accounts finalization.
- Provision of ad-hoc management information required by regional management and head office.

07/2007 - 10/2013

AlMana General Hospital, AGH

- Maintains accurate and updated file and records associated with all Almana General Hospital property in keeping with authorized policies and procedures.
- Daily verification of vendor invoices with the associated P.O.'s receipt and issuance report as per established procedures.
- Maintains the fixed assets manual register for Almana General Hospital.
- Prepared the monthly adjustments report of transfer, discard of fixed assets.
- Prepares the year-ended reports of fixed assets for the external auditor.
- Coordinates with the account's general ledger for reconciliation of fixed assets register for monthly reports.
- Traces the items that are transferred/relocated without authorization and determine actual status and to be reported to the property control manager.
- Maintains a proper and easily identifiable filing system for all department file records, register and documents.

- Prepares fixed data input documents and record of transfer custody vouchers as appropriate to these new items.
- Coordinates with other departmental; staff in matters relating to property control procedures, policies and guidelines as define by the property control manager.

SKILLS

- Accounting procedure implementation
- Financial reporting
- Month-end processes
- MS Office Suite
- Pivot tables
- Account reconciliation
- Financial management
- Account reconciliation specialist
- V-lookups
- Closing processes
- Data entry
- Finance

EDUCATION

Saudi Electronic University, Dammam, 08/2021

Bachelor's degree: Information Technology

GPA: 2.56/4

The Institute of Public Administration, Riyadh, 04/2006

Diploma: Commercial Accounting

GPA: 2.72/5

Safwa Secondary School, Safwa, 2001

High School Diploma: Secondary

CERTIFICATIONS

English course of Aalam Al- Manar Language Institutes. One Month English course of the institute of public administration. One Year Course Certificate of Completion for AutoCAD 2D Drafting, Productivity Tools & 3D Modeling. Six Months 2

LANGUAGES

Arabic: Native language

English: C1

Advanced