



Omar Saeed Bawazir

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Jeddah, KSA

Objective

I have been as Administrator – Accounting with 13 years professional experience. I am looking for the opportunity to work for an organization, where I can use my skills at the same time, it is a useful to enhance my skills and develop my career in that organization.



Work Experience

Johnson Controls - YORK

Jan 2015 - Present

Billing & Collection Coordinator

Jeddah, KSA

- 1- Involvement with sales team to open a new job order after reviewing all required documents.
- 2- Collaboration with credit control and sales professionals to maintain accounts receivable.
- 3- Forecasting preparation for billing, revenue and collection.
- 4- Ensuring customers are billed correctly for services offered.
- 5- Following and ensuring of client's receiving invoices.
- 6- Monitored cash collection process in collaboration with credit team.
- 7- Following and ensuring of the cost entering to the system such as supplier invoices, expenses, Manpower timesheets and overtime.
- 8- Prepare project analysis report due to the income profit and the cost losses.
- 9- Preparation monthly, quarterly and annually report of billing, revenue and collection.

Pinehill Arabian Food LTD

Jan 2012 – Dec 2012

Admin Finance

Jeddah, KSA

- 1- Checking and recording all proposals approved related to BTL and ATL.
- 2- Checking all claim submitted refer to the budgeted approved.
- 3- Processing the payment and posting in the system.
- 4- Summarizing all proposals approved with the claim payments in monthly basis.

Western for Trading & Contracting EST

Aug 2005 – Dec 2011

Administrator – Accounting

Jeddah, KSA

- 1- Secretary Job.
- 2- Ordering office stationery supplies.
- 3- Prepare HR documents, Schedule job interviews and contact candidates as needed.
- 4- Calculate the total of cash and cheque received by sales.
- 5- Update the system of daily payments of customers.
- 6- Control and maintaining the inventory listed items.
- 7- Bank transactions.



Education

- 2020 Jeddah International Institute, Diploma of accounting.
- 2004 High School Certificate – Al Fisal.



Certificates/Courses

- 2020 Project Cost Management.
- 2020 E - Commerce: Supply Chain.
- 2019 Situational Leadership.
- 2016 Fundamentals of Excel Microsoft Office.
- 2013 Certificate of completion English Language program in British Council.
- 2013 Certificate of completion English Language program in Language House.



Professional Skills

- Teamwork
- Self-Management
- Planning & Organizing
- Communication
- Ability to work under pressure & Fast learning
- Computer Technology & Microsoft Office



Languages

- ARABIC | Native
- ENGLISH | Good



Personal INFO

- Age | 34 Years Old
- Marital Status | Married