

TURKI A. AL ALWAN
Saudi Arabia
Eastern Province
(966) 503874955
t_alwan@hotmail.com

Objective:

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

ENTERPRISING, HARD-WORKING AND TECHNICALLY SKILLED AS A Finance Manager known for accuracy, attention to detail and timeliness in managing functions for diverse-industry employers. A/P, A/R, GL and Cost Accounting with Financial Reporting Skills career spans 19 years of experience in manufacturing, distributing, trading and contracting Backed by solid credentials (Diploma in accounting) and proficiencies in generally accepted accounting practices (GAAP) as well as MS Office Suite, eMIS Oracle system, and MS Dynamic Axapta System.

KEY SKILLS

<ul style="list-style-type: none">• Accounts Payable Processes & Management• Corporate Accounting & Bookkeeping• Invoices/Expense Reports/Payment Transactions• Accounts Receivable & CR, DR Processing• Cost Accounting & Reporting• GL & Monthly Adjustment Transactions• GAAP Standards & Government Regulations• Vendor Negotiations & Management	<ul style="list-style-type: none">• ERP, EDI & Financial System Technologies• Records Organization & Management• Teambuilding & Staff Supervision• Spreadsheets & Accounting Reports• Quarterly & yearly Physical Count• LC, BC, LG & Facility Management• Cash Flow & Balance sheet• VAT
--	--

PROFESSIONAL EXPERIENCE

Gulf Industrial System Company (Pan Gulf Holding subsidiary), Khobar, KSA
Finance Manager 1/03/2020 To Present

as finance manager I am playing the main role in the accounts department to manage day to day tasks completion and to assure that the company operation requirements are meets to avoid any work downtime. Including and not limited to financing the operation by managing the daily cash requirements to make sure the business operation is in line with the managements and owners plans. Prepared daily and monthly report such as

financials package and financial analysis required. Follow up with the department heads for daily operation issues like collection and required payments. Ensure of meeting the company procedure in all transactions posted in our book. Review and signs daily expenses and purchase orders. Maintain a good relationship with our customers and suppliers. Reviewing the monthly VAT report sent to our Head office. Manage the yearly external Audit. And fill up the Zakat required schedule.

**Pan Gulf Steel Company, Al Khobar, Eastern Province, Saudi Arabia,
Accounting Manager 1/05/2019 To 29/02/2020**

Manage the accounts team, check and post all daily transactions, control the expenses by applying company policy, arrange for monthly closing, prepare monthly VAT report, prepare monthly financial report. Managing facility, Bank Authorized Signatory.

**Pan Gulf Valves Manufacturing Co. Ltd. (Manufacturer), Dammam, Saudi Arabia
Chief Accountant, 02/2014 to 30/04/2019**

To Adhere to the financial procedures manual and ensure that the accounts are maintained as per GAAP, GL posting and ensure all transactions are accounted relevant period, reconcile accounts with related parties, payroll processing and disbursement and posting, monitoring utilization of bank facilities and ensuring accounts are not overdrawn, motoring and controlling cash flow, prepare monthly cash flow statement, fixed Assets Management and ensure maintenance of proper records, prepare monthly financial statement and related reports ,VAT Report, Managing facility, Bank Authorized Signatory.

**Saudi Arabian Packaging Industry W.L.L (Manufacturer), Dammam, Saudi Arabia
Senior Accountant, Accounts Payable, Accounts Receivable, Cost Accountant &
Bank Accountant 10/2001 to 01/2014**

Handled daily A/P processes; supervised A/P clerks; managed vendor/supplier invoices; and oversaw the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions. Maintained adherence to corporate, accounting and GAAP standards; addressed escalated issues from employees and vendors regarding accounts payable; and ensured accurate and compliant A/P files and records in accordance with company policies and government regulations.

Key Results:

- Managed the accurate and timely processing of invoices. Assessed and closed A/P sub-ledger on a monthly basis, validated content and resolved various issues.
- Implemented next-generation technologies and process automations (including new ERP systems) to foster an environment of continuous improvement. Trained users and served as the primary "go-to" troubleshooter on these new systems, which propelled efficiency gains and significant time- and cost-savings.
- Facilitated "no-fault" internal and external audits as a result of sound record keeping and thorough documentation.

- Renegotiated payment terms with suppliers/vendors for manufacturer emerging from bankruptcy. Improved cash flow and helped facilitate company's return to profitability.
- Composed effective accounting and ad-hoc reports summarizing A/P data for supply chain, Procurement and other departments.
- Consistently maintained accuracy in calculating figures and amounts such as discounts, interest, commissions, proportions and percentages.
- Determine, check out and verify any increase/decrease in material, services, and freight costs and report it directly to the FIM to avoid any unexpected cost change. Significant action for the senior management to take right action.
- Work as back-up for the Accounts Receivable, GL, And Cost Accounting as I have been practiced this areas for several years as a backup & as a job function rule
- Cash & Bank Accountant for more than 3 years at the beginning of my career, where I were doing the payment transfer, payment check, handling the customer receipt, handling petty cash, and other cash benefits such as cash salary.

Projects & Achievements:

- Start the negotiation with different carrier companies (Aramex, DHL, and FedEx) which come up with new contracts at lower prices. The new contract has been reduced the expenses for local carrier by 40% and the foreign carrier reduced by 22%, the result of these prices changes caused reducing of our total expenses by 35 K SAR yearly. (Achieved in 2013)
- Follow up and monitoring any additional charges related to our customs transactions, and follows up with our clearance agent and make sure that they comply with the right procedure and determine all the missing documents to protect the company from repeating the same mistakes and refund any amount in case it is not our company's fault. The Total refunded amount during three years was 280 K Saudi Riyal (Achieved in 2011,2012, and 2013)
- Preparing for SIDF loans and submit all necessary and supporting documents and make sure that we are getting the targeted loan amount and make the fixed assists list purchased during the period of 2008 & 2009 (achieved in 2010)
- Key user in Microsoft Dynamics Axapta's implementation in the General Analysis Phase (New ERP system).
- Representing the finance Department for discussing our needs and requirements in the Microsoft Dynamics Axapta implementation.
- Proposing and implementing having the cash and bank voucher's forms in the computer and printing on running stationery vs. preprinted stationery. Net cost saving is 107 SR K. yearly (2004)

- Proposing and implementing the distribution of the employee's monthly bonus instead of cash on hand to be transferred to their bank accounts directly, this saved the employee's time as before the production line stops for until all bonus distributed to all the employees (2004)
-

Adel Dawod Al Ohali Est. (distributor) , Dammam, Saudi Arabia

Accounts, All Account Activity 08/2000 to 09/2001

- Making all the daily transactions, such as AP bookkeeping, AR official receipt and all other expenses related to daily cash expenses.
 - Preparing monthly bank reconciliation for all our banks including foreign currency bank account.
 - Preparing the daily & monthly report required by the General Manger, indicate and show in excel schedule and chart of collection and sales.
 - Prepared monthly financial statements.
 - Prepared the depreciation schedule for company assets.
 - Made the adjustment ledger entries.
 - Printing all customers statement of account and the entire situation of due and overdue balance.
 - Reporting to General Manager.
-

EDUCATION

Institute Of Public Administration, Dammam, Saudi Arabia
Diploma in Accounting, 2000

COURSE

Certified Management Accountant (CMA), 2005
Technical Accountancy (Morgan), Dammam, Saudi Arabia

Value Added Tax Seminar (VAT), 2018
KPMG Al Fozan & Partners, Le Meridien Hotel, Khobar, Saudi Arabia

Personal Skills

- Leading skills with effective time management.
- Experience in balancing priorities for short and long term goals.
- Ability to perform multi tasks as per the deadlines with pressure priorities.
- Work effectively as an individual as well as a team member.
- Ability to adapt quickly to challenge and changing of environments.
- Energetic, positive and self-motivated

- Good Knowledge in ERP system.
- Good Knowledge in MS office package.

Personal Information:

Marital Status: Married

Date of Birth: 22/10/1976

Nationality: Saudi