

Rami Nabil Al Mahmoud

Senior Accountant

Contact

Address

Abu Dhabi, AZ

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Skills

Financial Management



Very Good

SAP and Oracle Fusion



Excellent

Bookkeeping



Excellent

Tax law understanding



Very Good

Account reconciliation
specialist



Very Good

Debt Management



Very Good

Cash Flow Analysis



Very Good

Accounting principles



Want to Work in Organization that offers reasonable Chances of Advancement based on Performance Demonstration.

- Team player.
- Hard Worker.
- Persuasive communication
- Have UAE driving License.
- Quick Learner.
- Self-driven



Work History

2015-02 –

Current

Senior Accountant

Secure Engineering LLC, Abu Dhabi, Abu Dhabi

- **Receivable Accounting:** (Client Management, Invoices Verification, System Recording, Credit Note, Collection, Receivable Reconciliation and Receivable Aging Monitoring)
- **Payable Accounting:** (Vendor Management, Invoices Verification, System Recording, Credit Note/Debit Note, Payments and Payable Aging Monitoring)
- **VAT Compliance:** Monitoring VAT Compliance for Input/Out Put and Monitoring all VAT related transaction.
- **Payroll Management:** Review and Verification of company payroll Generating by Payroll department, also proving necessary support to payroll section in payroll generation.
- **Cash Management:** Supporting finance manager in Cash Flow projection, Allocation of funds, Bank Reconciliation and Support in acquiring new funds, and monitoring of petty cash transactions.
- **Budget:** Providing necessary support to different departments and entities in initial annual budget preparation. Budget control while approving Local Purchase orders and Budget Variance Reporting on periodic basis.
- **Management Reports:** Preparing Management report of Receivable, Payable and Projects and any other accounting report based on Management request.
- **Work Process Approval:** I am part of workflow approval of Accounts Payable, Accounts Receivable,

Very Good

Budget Analysis



Very Good

Financial records review



Very Good

Annual reports



Very Good

Expense tracking



Very Good

Software

SAP Business One (HANA)



Excellent

Oracle Fusion



Very Good

Ameen



Very Good

Visual Basic



Very Good

Languages

Arabic



Excellent

English



Very Good

2010-09 Till
2015-01

Petty Cash and Local Purchase Order Transaction in Oracle Fusion.

• **Internal and External Audit Compliance:** In Secure Engineering we have Internal Audit Team, and We are proving all internal Audit data requests to them and same time I am proving necessary External Audit requirements to External Audit team.

• **General Accounting:** Recording all Accruals/Deferrals at the end of months, and Reconciliation of all General Ledger Accounts.

Senior Accountant

Abu Abdulla General Transport Abu Dhabi UAE

- Recording the journal entries.
- Recording of daily wages of drivers.
- Responsible for the petty cash and daily follow up of expenses.
- Receive, register and verify invoices against agreements, contracts, purchase orders, delivery notes in Payable's module.
- Recording the daily consumption of diesel by company vehicles.
- Prepare the monthly invoices based on monthly delivery notes.
- Follow up Payments, collections, deposits and Prepare cheques for payment.
- Prepare the monthly payroll and transfer the salaries to the Bank.
- Prepare the monthly income statement showing the revenue and expenses and submitted to the company Manager.
- Prepare the monthly schedule showing the networks of each car separately from profit or loss.
- Closing accounting entries in the end of the year to provide the trial balance to the auditor to prepare the final budget of the company.

**2008-09 Till
2010-07**

Auditor Assistant

ASAS for Business Consultancy-Syria

- Accounting office audit and did the closing entry for the financial year 2009.
- Checking the trial balance of the companies, and make sure that the opening balance for the current financial year matches the closing balance for the previous financial year.
- Review some of the accounting entries and verify the recording.
- Auditing the purchases account and purchases invoices and make sure the Matching purchase orders with invoices.
- Helping in preparing the regular financial reports and annual financial statements.

Education

2004-09 -
2009-07

Bachelor of Science: Accounting

Damascus University - Damascus Syria