



Ahmed Antar , MBA

CONTACT



Al Wadi District, Wadi Al
Zarqa Street, Riyadh
13313



0537966155



ahmedantar.chiftysquare@gmail.com
Iqama Transferable

SKILLS

- Excellent written and verbal communication
- Strong communication skills
- Accounts receivable
- Budgeting
- Bookkeeping
- General ledger accounting expertise
- Schedule management
- Month-end processes
- ERP software
- Self-motivated professional
- Invoice preparation
- Oracle proficiency
- Financial reporting
- Tax accounting specialization
- Calculating liabilities
- Tax law understanding
- Accounts payable / accounts receivable
- VAT returns
- Account reconciliation specialist

PROFESSIONAL SUMMARY

- Accomplished General Accountant with extensive expertise in the institute management of accounts. Handling with constant accuracy and efficiency for continued best practice.
- Discerning General Accountant with Two years of experience managing Manufacturing accounts.

WORK HISTORY

AP Accountant

23/05/2024 – Current **Full Time**

Medical Marketing Services (MMSc), Marketing Comprehensive Company Ltd. (Marcom) – RIYADH, Saudi Arabia

- **POs analysis:** Managing and updating PO files – Resolving any discrepancies by coordinating with procurement department.
- **AP Cycle:** Receiving correct supplier invoice from procurement and update them for any pending or missing invoices – Liaison between procurement and finance.
- **Direct Payment:** Responsible for freelancers payments related to approved (Direct Payment Request)
- **Supplier Payment:** Support in making supplier payment whenever needed.
- **Monthly Projects Closing:** Closing thee projects, Preparation of Monthly Project Wise Profitability, Comparison with project budget sheet and highlight the variances.

Payroll Accountant-Accounting Officer 06/04/2022 – 22/05/2024 **Full Time**

Saudi Company for Financial Services (SANID) JSC – RIYADH, Saudi Arabia

- **Bank Transactions:** Prepare bank payment requests – Create bank transactions on oracle – Create bank statement on oracle – create amount transfer from bank to bank – bank reconciliation.
- **GL Transaction:** Prepare of electricity and telephone data sheet – Create all accrued transactions – Create all prepaid transactions – Create custody government Iqama visa – Traffic violation report and update transactions.
- **Payroll:** Validate monthly payroll data – Payroll payment batch (Bank sheet) – Update payroll all staff sheet – Payroll analysis YTD – Import payroll monthly payroll transactions – Update report for new joiners –

Update report for levers – Update monthly headcount – Update advance housing and personal loans – Validate HR data other deductibles (Absent, late coming and penalties) – Update employees future segment through oracle – Validate Non recurring elements sheet for upload.

- **Rent Monitoring:** Update SANID's rent contract report – Follow up with the due rent payment.
- **Adhoc Tasks:** Assign tasks of colleague during vacation – Oracle help desk tickets response within 2 days.

General Accountant

15/09/2021 - 06/04/2022 **Full Time**

Shawarma King Restaurants Branch – Riyadh – Saudi Arabian

- **GL Transaction:** Validate Sales transactions entries.
- **Fixed Asset:** Reviewing monthly additions and disposals – create monthly FAs depreciation on oracle.
- **Bank Payment:** Prepare bank payment requests – Create bank transactions on oracle – Create bank statement on oracle – create amount transfer from bank to bank.
- **Financial Audit:** Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- **Annual Audit:** Corporate the Auditing team in collecting the information in the closing Year.

General Accountant

31/10/2019 – 14/9/2021 **Full Time**

CHIFTY RESTAURANT CO - RIYADH, Saudi Arabia

- **AP Cycle:** Reviewing and validating all AP transactions – Follow up payable aging report – Review and follow up due payments to suppliers – Reviewing supplier balance reconciliation – Review supplier balance confirmation.
- **Medical Insurance:** Update monthly medical insurance sheet.
- **Service Award Calculation:** Prepare services award provision.
- **Accrued Vacation Calculation:** Reviewing and posting accrued vacation (Accumulated).
- **GL Transactions:** Reviewing and posting accrued expenses transactions - Reconciliation between GL and Sub ledger.

Junior Accountant

01/08/2016 – 31/09/2019

G.N.T, PLAZA, Paris FOR READYMADE AND GARMENT – Port said

Public Free Zone, EGYPT

- **AR Cycle:** Reviewing and posting AR transactions.
- **Temporary and Permanent Custody:** Creating invoices for temporary custody – Creating and posting staff permanent custody.
- **Monthly Financial Closing:** Reviewing and processing of expense report – maintain monthly closing procedures and monthly TB – Accuracy of general ledger input and supporting documents.
- **Accrued Vacation Calculation:** Reviewing and posting accrued vacation (Accumulated).
- **Lease Liability and right of use:** Prepare monthly lease liability and right of use report – prepare monthly lease product report.

EDUCATION

A Master of Business Administration

The Arab Academy for Management, Banking - EGYPT

- Done with Credential Number of Student Results

Oracle E-business Suite Financial Functional, 04/2019

Egabi Solution - Egypt

Word Force Passport Trainee Evaluation Report, 05/2018

PDF - PORTSAID

Microsoft office packages , 01/2018

NAN Institute - Egypt

Accounting and Auditing, 06/2016

Port said University - EGYPT