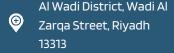


CONTACT



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mail.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

Ahmed Antar, MBA

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

- <u>POs analysis:</u> Managing and updating PO files Resolving any discrepancies by coordinating with procurement department.
- <u>AP Cycle:</u> Receiving correct supplier invoice from procurement and update them for any pending or missing invoices – Liaison between procurement and finance.
- <u>Direct Payment:</u> Responsible for freelancers payments related to approved (Direct Payment Request)
- <u>Supplier Payment:</u> 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.

<u>Payroll Accountant-Accounting Officer</u> 06/04/2022 – 22/05/2024 Full Time <u>Saudi Company for Financial Services (SANID)</u> JSC – RIYADH, Saudi Arabia

- <u>Bank Transactions:</u> Prepare bank payment requests Create bank transactions on oracle – Create bank statement on oracle – create amount transfer from bank to bank – bank reconciliation.
- <u>GL Transaction:</u> 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.
- <u>Payroll</u>: 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.

- <u>Rent Monitoring:</u> 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.
- <u>Fixed Asset</u>: Reviewing monthly additions and disposals create monthly FAs depreciation on oracle.
- <u>Bank Payment</u>: Prepare bank payment requests Create bank transactions on oracle – Create bank statement on oracle – create amount transfer from bank to bank.
- <u>Financial Audit:</u> 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

- <u>AP Cycle:</u> 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 Insurancee: Update monthly medical insurance sheet.
- Service Award Calculation: Prepare services award provision.
- <u>Accrued Vacation Calculation:</u> 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.
- <u>Temporary and Permanent Custody</u>: 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.
- <u>Accrued Vacation Calculation:</u> Reviewing and posting accrued vacation (Accumulated).
- <u>Lease Liability and right of use:</u> 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