
AMEER AHMED

Doha – Qatar ■ +974 55189019 ■ amiroamiro1974@yahoo.com

Dear Sir. /Madam

I am a highly dynamic and senior managerial professional with an experience of +23 years of summarizing business activities of the organization into relevant financial statements and reports with extreme precision and attention to detail; skilled at financial planning and forecasting process that supports strategic decision making. Possessing strong leadership and analytical skills leveraged in refining forecasts, resolving variances, and identifying opportunities for improvement. Seeking an enduring position with a progressive organization where my accumulated skills and experience can be utilized to effectively manage finances, capitalize opportunities, and grow business.

As apparent from my CV, I have presented strong financial expertise in devising strategies that enhance the overall financial position of the organization. My ability to set realistic financial budgets and forecasts, aptly customize operational plans while producing accurate financial results/ reports along with P&L statements within stiff deadlines have aided organizations to swiftly accomplish financial objectives. I have proficiently handled the financial resources for large multinationals and ensured they are deployed to best advantage. In addition to my finance management and accounting proficiency, I also possess auditing experience wherein I have conducted comprehensive audit programs to assess the veracity and accuracy of all financial management and reporting operations outlined significant issues/ risks and aptly illustrated the same in audit reports along with full recommendations for improvements.

My profession till date added with my educational background, has cultivated in me robust understanding of all accounting and financial reporting policies. My key skills include cash management, risk management, budgeting, and cost controls in addition to strategic planning, organization, leadership, and team management. As a Head of Finance and Accounting, I have successfully mentored team of finance professionals and aided them to perform to their highest potential. My strong analytical thinking and issue resolution capabilities provide me an added advantage in shaping challenges into concrete achievements.

My commitment to excellence, ability to work effectively with multi-cultural groups & proven problem-solving skills allow me to contribute to the success of your organization & make me a valuable team member. My attached CV details my experience. I look forward to the opportunity to meet with you to discuss my qualifications further.

Thanks & Regards,

Ameer Ahmed

Ameer Nagah A. Ahmed

Mobile : +974 5518-9019
E-mail : amiroamiro1974@yahoo.com
LinkedIn : www.linkedin.com/in/ameer-ahmed-86166012/
D.O.B : 25/10/1974
Visa Status : RP with NOC
Marital Status : Married
Location : Qatar
Nationality : Italian

Career Objective

Challenge position within Accountancy or Audit field, which will allow to develop my professional skills. To be a strong contributing member of the "Heartbeat" team & add value to the organization, whilst subsidizing to the success of a motivated and ambitious team.

SUMMARY OF WORK EXPERIENCE

I have +23 years of holistic professional work experience handling Finance, Accounting & Audit, using the proficient Accounting application of SAP, Sage, Pioneer plus & Peachtree.

In each of the employers I work for, I consistently receive recommendation and recognition for my contribution. I make it a point that I excel in whatever I do.

PROFESSIONAL QUALIFICATIONS

- Bachelor's Degree in Commerce (Accounting Section) - Alexandria University 1996 (Egypt).
 - Chartered Accountant (Egypt).
 - Arab Organization for Certified Public Accountant -Membership (Lebanon).
 - Preparation for ACPA – Talal Abu Ghazala (Jordan).
 - Holder Investment Foundations certificate by CFA Institute (Credential ID 9611124).
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SKILLS

- Highly proficient in SAP, Sage, Pioneer plus, Peachtree & MS Office,
 - Self-motivated and teamwork oriented; flexible, diplomatic, and observant of etiquette and customer service oriented; able to lead, develop and motivate others to perform.
 - excellent negotiation skills: Analytical personality, problem solving skills and ability to develop pragmatic solutions; Able to work under pressure of deadlines and tight stressful work schedules; Able to learn and gain more experience quickly with minimum supervision. A proactive individual with a logical approach to challenges, I perform effectively even within a highly pressurized working environment.
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Appreciations & Recognitions

- **Hemaya Security Services Co:** Recognitions received from Vice Chairman and Managing Director for my outstanding performance. (2012)
 - **Hemaya Security Services Co:** Recognitions received from Deputy CEO for Operating and Establishment Qatar International center for Security & Safety (QICSS) (2013)
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DETAILS OF WORK EXPERIENCE

1- Financial Controller @ Hemaya Security Services Co, Qatar Business Support & Qatar International Safety & Security -Qatar (Aug 2011 - Present)

Duties and Responsibilities:

- Administrate Financial Accounting Activities as per company procedures & plans.
- Establish & Operate QBS & QICSS (sister companies) for full Accounting Activities.
- Dealing with External auditors & The Audit Bureau for yearly combined financial statements.
- follow-up company cash flow, financial planning & forecasting.
- Establish & implement short- & long-range departmental goals, objectives, policies, procedures & other duties as assigned.
- Ensure financial accounting requests are resolved in timely manner with internal & External parties.
- Prepare & Checking combined Trail Balance, combined Balance Sheet & combined Income Statement & Prepared the Required Reports for the high management & Board of Directors.
- Prepare the company budget on a yearly basis (based on this year forecast and business assumptions), Consolidate all the data in the final form & follow up any deviation during the year (Actual Vs. Plane).
- Checking monthly & quarterly assessments & forecasts of company financial performance against budget.
- Investigate variances against budgets and provide analysis of differences to Maximum level of analysis.
- Manage & Oversee records of GL, AP, AR, Banks Reconciliation, Reports & balances confirmation for monthly Basis.
- Ensure records on system are maintained in accordance with generally accepted accounting standards.
- Proof all necessary adjustments in-order to close the month with accurate & on timely manner.
- Proof of Pension Fund, Retirement, Retroactivity to all GCC citizens & end of services for non GCC citizen.
- Ensures SAP data integrated 100 %, Prepared & validates all relevant documentation and ensures that an appropriate & accurate filing is maintained & takes appropriate action when needed.
- Review monthly Balances of suppliers & clients as well as banks reconciliation on ERP system.
- Assists head of Finance Dep in carrying out the duties and responsibilities of reviewing, developing, and maintaining the company's policies and procedures.
- Review Recurring Entries, Invoices, Credit & Debit Notes, Banks Transactions, accruals & post in SAP Monthly & Yearly.

2- Administration & Accounting Manager @ Qatar Technical Services Co, Qatar. Finance Department (Aug 2010 - Aug 2011) Report to G.M & CFO

Duties and Responsibilities:

- Administrate Accounting Department Activities as per company procedures & plans.
- Prepare and implement training programs to the department staff.
- Check Trial Balance / Financial Statements and auditor's relation.
- Prepare & follow-up company cash flow, financial planning. Managing Daily Cash balances, & Cash management position
- Check monthly & quarterly assessments & forecasts of company financial performance against budget.
- Managing day to day processing of accounts receivable & payable.
- Maintaining admin & accounting archival & administrative files.
- Ensure records systems are maintained in accordance with generally accepted auditing standards.
- Payroll / Time sheet checking & approval.
- Recommending improvements in admin. & accounting policies & procedures to provide effective operations.
- Full access on company accounting record, banks details and company agreements & contracts.
- Prepare department budget & business plan.
- Participation in preparing company business plan & budget.
- Direct dealing with the company division heads suppliers & subcontractors.
- Head office & expenses approval - within pre-approved budget
- Approval of supply request & purchase order according to procurement Procedures
- Receive & send general company correspondence following company procedure.
- Hold actions or payments if they are not within company procedure or pre-approved budget.
- Prepare documents for annual external audit. Responsible for management & audit of all capital information.

3- Senior Accountant National Paints Factories Co, Doha, Qatar Finance Department Contracting Division (Aug 2005 -Jul 2010) Reported to FAM & GM

Duties and Responsibilities:

- Maintain the general ledger to include the preparation of journal entries, account analysis, & reconciliation, closing books monthly & setting up new accounts.
- Prepare monthly financial reporting.
- Prepare documents for external audit.
- Payroll Recon Entries every end of the month.
- Responsible for petty cash, AP and AR and banking activities
- Participates in management finance meetings.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, Annually Inventory Stock Counting, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing & recommending policies and procedures.
- Secures financial information by completing data base backups.
- Prepares payments by verifying documentation & requesting disbursements.

4- Internal Auditor @ Alexandria Construction Co (Talat Mustafa Group), Alexandria, Cairo, Sharm & many Cities in Egypt Jun 2004 - Aug 2005) Reported to Audit Manager.

Duties and Responsibilities:

A-Financial Auditing:

- Audit all financial accounts for hall group (Payable, Banks Reconciliation, Receivable, General Expenses, Revenue, Projects Cost. etc.) monthly TB, BS, and FS & Income Statement.
- Conducts a variety of audits to ensure compliance with departmental, regulations, payroll, and vendor invoices & accounts receivable.
- Participate for monthly & annually inventory (years 1998 to 2001 & 2004).
- Prepares schedules, reconciliation and analysis of assigned balance sheet and income statement accounts.
- Investigate and rectify routine errors and anomalies in input data in-order to ensure accuracy of financial information.

B- Managerial Auditing:

- Audit hall group & hall Sites for policies & procedures, purchasing, safety, HR., internal control system & regulations accounting procedures.
- Assists in physical inventory of equipment and annual physical count of warehouse inventory.
- Audits contracts and subcontractors and ensures compliance with regulations.
- Evaluates internal control, processes, policies, and procedures to ensure that they are adequate, effective and safeguards organization's assets.
- Reviews internal processes and controls for the purposes of ensuring financial information is properly processed, reported, and safeguarded.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.

5- Chief Accountant @ Sawary Development Group Co, Jeddah, Saudi Arabia Finance Department Rent Section (Mar 2002 -Jun 2004) Reported to GM

Duties and Responsibilities:

- Checking all Transactions which related to Bank Reconciliation, Cash Flow, Payable, Receivable, General Expenses, Revenue, Fixed Assets, General Ledger for 5 Big Malls in Jeddah KSA.
- Preparing Trial Balance, Balance Sheet, Monthly & Annually Inventory (2002 - 2003).
- Process full cycle Accounts Payable/Accounts Receivable Process.
- Process weekly check runs & Manage general ledger entries.
- Reconcile accounts & assist with month end close.
- Review and prepare reports for expenses & other Accounts.
- Assist with inter-company billing.
- Prepares analysis during month-end closing process to identify errors, misstatements or unrecorded transactions & initiates prompt & proper correction.
- Verify, allocate, post, and reconcile transactions.
- Analyze financial information and summarize financial status.
- Review and recommend modifications to accounting systems and procedures.
- Produce error-free accounting reports and present their results.

6- Internal Auditor @ Alexandria Construction Co (Talat Mustafa Group), Alexandria, Cairo, Sharm & many Cities in Egypt Mar 1998—Mar 2002 Reported to Audit Manager.

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- Develop and document business processes and accounting policies to maintain and strengthen internal controls.

7- Accountant @ Alexandria Medical Centre, Alexandria, Egypt - Finance Department (Oct 1996 - Mar 1998) Reported to FM

Duties and Responsibilities:

- Holding many Accounts (AP, AR, Banks, Store, GL & General Expenses. etc.) preparing TB & participate preparing BS & annually inventory—stock count (years 96-97).
- Maintains prepaid expense schedules and prepares journal entries.
- Prepare financial statements and produce to schedule.
- Direct internal and external audits to ensure compliance.
- Support month-end and year-end close process.
- Process ledger and booking entries according to procedures so that all transactions are recorded in a timely and accurate manner Identify.
- Analyze ledgers and accounts to allow the reconciliation of financial data according to schedules so that the company remains aware of its financial position on an ongoing basis and statutory reports can be produced within legislative time limits.
- Maintaining & closing books of accounts as per accounting Policy

Languages:

- English: Fluent
- Arabic: Mother tongue
- Italian: Basic

Courses & Workshops:

- Balanced Scorecard Design & Implementation (Hemaya — Qatar) 2014.
- Chief Supply Chain Officer: Their Financial Impact as the New Executive in Top Management Team (Qatari Association of Certified Public Accountants) QCPA Qatar 2013
- Quality Management Systems - ISO 9000, 14000, 18000 (Extra Care — Qatar) 2013.
- Strategic Planning (Extra Care — Qatar) 2013.
- Decision Making & Problem Solving (New Horizons — Qatar) 2012.
- CBP Business Communications (New Horizons — Qatar) 2012