



Amin Abdel Naby Amin

Career Objectives:

I am seeking a challenging position with a reputable institution that will enable me to further develop and enhance my skills, allowing me the opportunity and freedom to implement my abilities to their fullest potential.

Work Experience:

Feb13 – Till date El Khobar National Clinic – KSA (Senior Accountant)

- Managing all Accounts Receivable.
- Issuing invoices
- Oversees accounts receivables collection from Clients and reconciles customer accounts.
- Collection “Tracking and maintaining of postdated cheques”.
- Managing all Accounts payable for suppliers:
 - Performs accounts payable duties such as verifying all invoices for payment, ensure
 - expenditures are charged to appropriate accounts.
 - Reconciling
 - vendor accounts
- Responsible for the monthly prepayments accounts.
- Handling the Treasury and Cash Transactions.
- Reconcile general ledger & subsidiary Accounts.
- Preparing & reporting monthly position report to the corporate.
- Handling VAT Auth. Requirements, Monthly & quarterly reports.
- Ensure proper skills are acquired to function on the receivable and payable modules and all entries are captured through the software
- Monitoring all banks movements with Various Currencies and prepare the required bank reconciliation.
- Prepare fixed assets schedule & amortizations.
- Preparing monthly trial balance and financial statements that include the balance sheet, P&L accounts.
- Managing all employees Expense Reports on a monthly basis.
- Ensure full compliance with financial policies and procedures.
- Assists external auditors at year-end including preparation of schedules, invoices and explaining supporting materials and procedures.
- Doing all the above-mentioned responsibilities through the accounting System.
- Good Contacts and negotiations with banks and other external institutions.

Apr 2010 – Dec 2012 United Expert Office for public accounting (Auditor)

- Manage the Auditing and cost controller
- Support top management with the current situation
- Feasibility studies

Sep 2009 – Feb 2010 Etisalat (Sales Indoor.)

- Work in Hyper one branch as a sales indoor and customer service support,
- Front office with Dealing with customers to sell and company services, products and help their issues .

Educational Achievements:

- BC Degree, Faculty of Commerce, Helwan University.
Major Accounting, Arabic section Grade: Good Graduation year: Jun 2009
- Customer services course, National bank of Oman – Aug 2004.
- Training in Petrozait Co. – Auditor Jul 2008 .
- ICDL certificate Jan 2009

Functional Skills:

Work in the Finance department. All of the accounting is done using a very advanced accounting Software.

Languages Proficiency:

- *Arabic (Native Tongue)
- *English (Fluent in English language skills of both the spoken and written variety.)

Personal Characteristics:

Self Motivated, Dependable, Able to Work under Pressure and Bad Circumstances, and Able to learn quickly.

Computer Skills:

Have the experience with working on some accounting software as;

- 1- MS Office
- 2- Network admin.

Personal Data:

Nationality: Egyptian

Date of Birth: 18/09/1987

Marital Status: Married

Gender: Male

Military Service: Exempted

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References:

Available upon request.