



OSAMA ALI

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Career Objective

As a Result of working in the field of accounting for more than fifteen years and gained experience in multi-Accounting and administrative skills. I always seek and look forward to shred distinctive jobs in a major and distinguished company and find new challenges to increase my experiences in accounting and administrative Process, in addition to the use of my previous experience to contribute effectively to the growth of the company.

Professional Experience

SPLYR GLOPALPORTAL & TAJIBNY GENERAL TRADING

Dubai, UAE

AUGUST 2019–Present

Accounting Manager

Management of financial affairs and accounting for SPLYR and Tajibny company.

Tajibny company contains seven branches in Sultanate of Oman and two branches in

Bahrain. SPLYR company contains one branch at UAE.

Directly supervising an accounting team and reporting to the Chairman office.

Key Responsibilities:

- **Supervising the audit of the accounts for each of the company's branches in Sultanate of Oman and branches in Bahrain, by log on the accounting program by TeamViewer or Any desk.**
- **Supervise accounting staff & give them directions to use the company systems, policies, procedures, and forms.**
- **Ensure that adjustments and reconciliations of all accounts (banks, suppliers, inter-company accounts etc.) are conducted without delay**
- **Reviewing purchase invoices (whether from China - Turkey - Malaysia, etc.) and compare them to purchase orders. Before exporting the goods to Sultanate of Oman - Bahrain - Mauritania**
- **Reviewing monthly salaries and employee obligations and approving them from the Chairman office**
- **Daily monitoring for bank accounts**
- **Preparing monthly financial reports.**
- **Preparing the final financial reports of the companies and follow up with the auditors until issuing the approved financial statements.**

SAUD BAHWAN GROUP

Muscat, Sultanate of Oman

July 2014 – July 2019

Career Path: **Executive Admin - Director of PASI section.**

Managing the Social Insurance Accounts Department of one of the biggest companies in Sultanate of Oman Saud Bahwan Group, which includes 12 companies (approximately 15,000 employees) including 3,000 Omani employees. Directly supervising a team of 6 and reporting to the Department Head.

Key Responsibilities:

- review of Omani employees' salaries per month (approximately 2800 to 3000 employees).
 - review of the insurance value of each employee in the group monthly. Commensurate with the invoice provided by the Public Authority for Social Insurance.
 - review of employment contracts for new employees and review of their salaries through the chairman report.
 - review the resignations, termination, disability, and retirement to the staff of the group through the system used at the Ministry of Manpower.
 - Find solutions to problems, if any, by dealing with the banks, the Ministry of Manpower, and the Public Authority for Social Insurance.
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MANAHIL AL BATINAH FOR TRADING & MAZOOON ENGINEERING AND CONSTRUCTION

Muscat, Sultanate of Oman

Feb 2011 – July 2014

Auditor

Accounts auditing of both Manahel Al Batinah and Mazoon Engineering and Construction Company.

Manahel Al Batinah Company is considered one of the distinguished companies in Sultanate of Oman in installing artificial turf and providing all services to government and other agencies.

Mazoon Engineering and Construction is one of the contracting companies (building maintenance or construction), which employs nearly 1000 staff.

Key Responsibilities:

- Follow up with the contractors and prepare the payments due to them based on the payments approved by the consultant.
- Daily monitoring for bank accounts and managing cash based on company requirements.
- Review monthly reports on project costs and discuss them with company owners at meetings.
- Prepare a monthly financial position for all project (cost & revenue).
- Communicate with customers to collect outstanding payments and balances.
- Reviewing monthly salaries and employee obligations and approving them from the Chairman office.

- **Monitoring bank accounts (Letter of credit) related to importing artificial turf from China.**
 - **Preparing the commission statements and the obligations of the agents and reviewing them according to contracts and agreements**
 - **Preparing the final financial reports of the companies, and follow up with the auditors until issuing the approved financial statements**
 - **Supervise the Financial Accountant Assistant.**
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UNILEVER MASHREQ COMPANY

AL Mansoura, Egypt

April 2009 – Jan 2011

Senior Accountant

Unilever Masherq is one of the leading companies in the world. Which has branches all over the world I worked as senior accountant at one of its agencies (Authorized Distributor) in Egypt. controlled over all accounting functions using SAS accounting software, to ensure transactions are efficient/ effective, accounting is accurate and complete.

Key Responsibilities:

- **Daily monitoring for bank accounts.**
 - **Reviewing the Goods Loaded Daily in the Morning for each Sales Representative.**
 - **Full control of Petty cash.**
 - **Supervise the Treasury accountant and Storekeepers.**
 - **Monthly reconciliation of all bank accounts, Prepayments, accruals accounts.**
 - **Preparation of the monthly analysis reports concerning income, revenues, operational costs, and general & administration expenses to the branch manager and agent.**
 - **Preparing the monthly detailed trial balance and income statement.**
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Fayek Decorative Furniture Company

Alexandria, Egypt

Sep 2004 – April 2007

Career Path: Treasury Accountant – General Accountant – Senior Accountant

Fayek is considered one of the leading companies in the decorative furniture industry. it was supplied some furniture to the presidential palace in Cairo and Alexandria. And exporting to outside Egypt such as: France - Saudi Arabia - Greece, etc.

Key Responsibilities:

- **Manual recording in the American Journal. And submit it to CFO for review, then numbering it for submission to the chartered accountant and the tax office.**

- **Full responsibility of Daily entries.**
- **Posting the general journals in the general ledger.**
- **Maintaining the monthly bank reconciliation for tallying the closing balance with the bank subsidiary and solving the discrepancies and necessary correction if any.**
- **Preparing the monthly detailed trial balance and income statement.**
- **Preparing the periodical receivables and payables statement of account for balance verifications.**
- **Follow up sales and collect the amounts due from customers (Account Receivable).**
- **preparation of monthly payroll to ensure payment of wages, salaries, and cash benefits to employees.**
- **Preparing income and expenses reports.**
- **Expense analysis and classification.**
- **Annual Stock taking.**
- **Assist in the preparation of balance sheet and income statement including the financial year-end closing journal entries.**

Academic & Professional Qualifications

- **May 2003:** AL Mansoura University, Egypt **Bachelor of Commerce (Accounting)- Good estimate**
- **Recently:** Pursuing CMA – **Part 1. Preparing to pass the test.**

Courses Certificates

- **Dec 2002:** **English Course at AL-Mansoura University – Egypt.**
- **Feb 2004:** **Access Course at Training Center of Computing and Information Technology – Egypt.**
- **Nov 2009:** **English Course at Tuter Academy – Egypt.**

Personal Details

Languages: Arabic / English

Date of Birth: 26-Sep-1982

Marital status: Married

Visa Status: Employment visa

Nationality: Egyptian

Driving License: Egypt - Oman – UAE

References: Available upon request

Experience & Courses Certificates: Available upon request