# **Abdullah Swailem A. Alhuwaity**

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| **professional Profile** |
| Experienced Accountant & Project controller with a demonstrated history of working in the services industry. Skilled in Microsoft Word, Teamwork, Contract Management, Financial Reporting, and Project Management. Strong accounting professional & Project controller with a Bachelor’s Degree focused in Business Administration and Management, General from King Faisal University. |
| **career history** |
| **Aug 2013 – Present Saudi Arabian Parsons Ltd.**  An Engineering Consultancy and Project Management Company With 3,400 Employees.  **Nov 2017 – Present Accountant**     * **S**upport the General Ledger Supervisor in Conducting the Year-End Closing Activities and Assist In Clarifying Queries Of The Concerned Departments Regarding The Year-End Closing Plan. * **H**elping to Identify and Rectify Accounting Anomalies. * **P**reparing End of Month Financial Reports. * **P**repares All Related Reports Required for The Interim and Annual Audit. * **E**xperience with Tax Accounting and Coordination with General Authorities of Zakat & Tax. * **E**nsure Accounting Responsibilities Are Fulfilled in A Cost-Effective Manner. * **M**aintain General Ledger, Including Preparing Journal Entries, Accounts Analysis, bank and accounts Reconciliations, Closing Books (Monthly & Yearly), and Setting up New Accounts. * **C**ollating Detailed Data on Financial Performance. * **F**ixed Asset Accounting. * **P**roject Accounting * **P**rocessing Employee Expense Claims. * **P**repared Accurate General Ledger and Reporting Packages in A Timely Manner. * **R**outinely Reconciled Accounts Record Reports Ledgers and Journals. * **R**esponded to Management Inquiries. * **A**ssisted with Internal and External Audits. * **A**nalyze, Review and Forecast Budgeted Amount for All Parsons Projects In The Parsons System As Per The Different Studies Approved By The Client As Per The Contract Amendments.   **Aug 2013 – Nov 2017 Project Control Admin**   * **W**orking on the Parsons Resource and Information Management System (PRISM) For Data Analysis, Project Control Financial Statement (PCS), Budgeting Foregate (PST) – EAC/Earn Values and GPP, Financial Report (FR36), Client Dashboard on Monthly Period. * **P**reparing Summary Report on The Program Level and Update the SAPL Finance Department with The Cash Receivable From MOH/MOF And Update SAPL MOH Program Management. * **C**ost-Related Issues - Monthly Management Report for PD. * **D**esign Cost Management Support Related to The Extension of Time Regarding Re-Budgeting and Monthly Forecast, Update of The Accruals on The Financial Period Ending. * Monthly Submission and Preparation of Invoices to The Client. * Tracking and Updating on Monthly Financial Ending Period Upon Account Receivable and Account Payables for Company Net Assets or Dividends. * Preparing Daily Workloads for Staff & Coordinating the Daily Allocation of Work. * Motivating the Team to Achieve High Standard Targets. * Handling New Client Inquiries and Acting as the Face of the Business. * Dealing With And Resolving Problems And Issues Which Arise. * Mentoring and Training up Junior and New Staff. Monitoring & Reporting On Standards & Performance Targets. * Arranging & Chairing Weekly Team Meetings, Focusing On Targets & Achievements. Implementing New Initiatives. * Involved In The Recruitment Of New Staff. * Praise Team Members And Creates A Positive Working Environment. * Providing Prompt and Accurate Information on Individual Performance. * Controlling The Purchase And Supply Of All Procured Items & Services. * Negotiating Price and Terms of Products with Suppliers. * Managing, Developing & Improving the Purchasing Team. * Establishing Terms, Pricing, Quality Requirements, Delivery, And Contracts. * Reviewing All Contracts/Agreements To Achieve ‘Best Price/Best Quality’ Purchasing * Making Recommendations & Advising Senior Management On All Purchasing Issues. * Maintaining Records Of Supplier Contracts, Agreements, and Goods Ordered Received. * Preparing & Processing Requisitions, Purchase Orders & Invoices for Purchases. |
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**2012 – 2013 Accountant – Fursan Tours Company**

* Monthly Submission and Preparation of Invoices to the MOH Client.
* Preparing Daily Workloads for Staff & Coordinating the Daily Allocation of Work. Acting On Client Feedback. Monitoring Staff & Team Performance.
* Handling New Client Inquiries and Acting as the Face of the Business.
* Dealing With And Resolving Problems And Issues Which Arise.
* Monitor and Control Quality and Team Performance.
* Mentoring and Training up Junior and New Staff. Monitoring & Reporting On Standards & Performance Targets.
* Acting On Client Feedback.

# **Professional & Technical Skills:**

* Motivating the Team, Leading by Example and Delivering Results as Per Set Objectives.
* Fast And Strong Ability To Understand The Business Environments And Rules.
* Initiating, Planning, And Implementing Process Improvement Strategies.
* Ability to Work Efficiently In Demanding Work Environments, Meeting Deadlines, And Achieving Targets.
* Proven Expertise in Administration, Finance, Accounting, Training, Management, Inventory Management, and Logistics.
* Work Experience with Products and Services within Saudi Markets.
* Ability to Work within a Large Team with an Outstanding Performance.
* Proven Ability To Manage Through Others.
* Strong Decision Making and Problem-Solving Skills.
* Able To Prove Ability To Manage Through Others.
* Able To Motivate And Lead Others In A Team Environment.
* Excellent Communication Skills, Both Written and Verbal.
* An Ability to Build Rapport and Trust Quickly With Work Colleagues. Able To Prioritize Tasks And Workloads In Order Of Importance.
* Track Record of Delivering Results with Deadlines.
* Ability To Identify And Implement New Procedures And Processes.
* Parsons Resource and Information Management System (PRISM) Assurant – Cost Management.
* Proficient In (Microsoft - Excel, Microsoft-Word, Microsoft PowerPoint, Microsoft Project, Access)

# **Qualifications:**

* Bachelor’s degree in business administration – **King Faisal University.**
* The Intensive English program at **West Virginia University, USA**