# **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**