

Husam Mansi

PROFESSIONAL SUMMARY

-oriented Accountant adept at creating clear and comprehensive financial reports to present to senior management. Enjoys being part of dynamic team.

WORK HISTORY

Accountant 08/2022 - Current

Sketch contracting - Riyadh

- Created quarterly and yearly balance sheets to track financial trends and performance.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Maintained cash flow by monitoring bank balances and cash requirements.

Accounts First 01/2021 - 08/2022

Sinmmar Contracting - Riyadh

- Assisted with developing and ongoing control of costing and pricing systems for business goods.
- Prepared and submitted VAT returns ahead of deadlines.
- Preparing employee payrolls
- Follow the cash covenant

General Accountant and Gallery Manager 08/2019 - 05/2021

Inshaa Al-Amar Trading Company - Riyadh

- Drove operational improvements which resulted in savings and improved profit margins.
- Worked flexible hours across night, weekend, and holiday shifts.
- Received and processed stock into inventory management system.
- Improved operations through consistent hard work and dedication.
- Recording financial operations in accounting cycle
- Managed payroll operations for team of [20] employees.

Accounting Intern

Al-Masirah Factory For Textile Industry - Jordan 08/2017 - 06/2019

- Performed reconciliation and preparation of bank accounts on weekly basis to identify and clear transactions.
 - Prepared VAT and income tax forms for commercial and individual clients.
 - Managed [1] corporate bank accounts.
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CONTACT

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SKILLS

- Dependable and Responsible
- Accounting thought
- Maintain confidentiality and privacy of work.
- Attention to Detail
- Excel Software Proficiency
- Account reconciliation processes
- Accounting operations professional

EDUCATION

Bachelor of Business Administration:
Accounting, 08/2015

Jadara University - Irbid / Jordan

