



# Osama Othman Chief Accountant

Riyadh – Saudi Arabia | C: +9660501644367 | [Mr.Osamaosman@Gmail.com](mailto:Mr.Osamaosman@Gmail.com)

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## Summary

Ambitious and hard work in the field basis of success in my life which creates the next opportunity that can arise me to a better position which I can add value to myself and the company.

## Personal Data

- **Nationality** : Egyptian.
- **Date of Birth** : 14/03/1966.
- **Social Status** : Married.
- **Contact no.** : +9660501644367.
- **Official Email** : [Mr.Osamaosman@Gmail.com](mailto:Mr.Osamaosman@Gmail.com)
- **Date of Entering KSA** : 2003

## Education

- **Faculty of Commerce, Ain Shams University 1988.**

## Professional Experience

### 1. From 2008 till Present – Chief Accountant at SBTMC Co - KSA.



- Preparing Financial Statements, Depreciation & all related reports each quarter & for end of the year.
- Prepare all the data & fill forms of Zakat each year end.
- Prepare & update Cash Flow in daily basis.
- Involved in the Classification of Contractors preparation.
- Reconciling the supplier's statement of account against our system record before paying to sub-contractors/suppliers.
- Transferring petty cash fund to sites for site daily transaction use.
- Auditing supplier's and sub-contractor invoices and related documents before registering to our system.
- Monitoring the Construction current accounts before transferring payment to any suppliers.
- Uploading the monthly payroll of employees using WPS.

- As initiator, I do all wire transfer payment preparation to suppliers (Foreign & Local) and monitoring them until finally received.
- Preparing a monthly liability and expenses report for sites and head office.
- Issuing payment voucher for suppliers after receiving approvals from the financial manager.
- Take necessary actions to correct errors in supplier's transactions.
- Opening new account in the system for all sub-contractor.
- Recording and reconciliation of the Debit/Credit Note received from related companies.
- Other office tasks instructed by the Financial Manager.
- Replenishing the Safe Box fund for daily cash transaction use.

**2. From 2003 ~ 2008 – Accountant at AlRawafid International for Paints - KSA.**

**3. From 2000 ~ 2003 – Accountant at International Telecommunication Co – EGYPT.**

**4. From 1988 ~ 2000 – Own Business (Trading) - EGYPT.**

## Languages

- **English** (V. good)
- **Arabic** (Native)

## Other Interests

- Sports.
- Reading.

## Skills & Expertise

- Ability to work under pressure.
- Good Communication skills.
- Work in team and lead a team.
- Work in any place under any circumstances.
- Able to learn new tasks quickly.
- Innovative in developing workflow systems.
- Ability to keep clear and accurate records and accurate reports.
- Good command of Microsoft Office, Windows operating systems & internet.
- Ability to organize work load.