ABDULRAHMAN SALEH

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EDUCATION:

2024 | **Bachelor's Degree**, in Accounting and Finance from FACULTY OF COMMERCE AND ECONOMICS, SANA'A UNIVERSITY.

2023 | **Professional Certificate**, in Financial Management for Humanitarian and Development Professionals (FMD Pro) from Humentum, "Online".

LANGUAGES:

Arabic: Native language

English: Upper-Intermediate B2

WORK EXPERIENCE

March 2024 – Present
Accountant, New Precision

- Processing the payment to suppliers and keep strict on all documentation involved, informing the administration manager of any sort of disparity.
- Carrying out all accounting tasks and activities, classifying, preparing and filing of all accounting pieces in accounting software, in order to ensure strict control of all expenditures and the reliability of statements and documentation.
- Implementing cash management procedures in order to ensure the highest control and security, assisting the Deputy Finance Coordinator in the prevision of monthly treasury and planning in order to ensure the coverage of daily needs, advances on salaries, payroll, etc.
- Reconciling cash/bank books with bank statements.
- Ensuring strict compliance with cash control procedures for each cashbox/currency (daily cash control, weekly cash inventory, and reconciliations).
- Controlling cash advances and cashbook movements for each petty cash box.
- Review and confirmation of appropriateness of operational transactions processed through the interpretation and determination of applicable policies, regulations and rules.
- Maintain a proper filing system for all financial and accounting documents up-to-date.
- Ensure that all expenses incurred by project are paid for in a timely manner.
- Scanning of all the vouchers and keep all finance documents and reports are properly filed, labelled and stored in an accurate and easily accessible manner.

May 2023 – Oct 2023
Financial Data Entry - Consultant, Care International

- Enter financial data into accounting systems accurately and timely.
- Preparing monthly cash counts.
- Reviewing all approved payment documents with authorized signatures for proper and adequate backup before a bank or cash disbursement.
- Ensuring that all expenses incurred by project are paid for in a timely manner.
- Ensuring timely entry of all expenses into the accounting system.
- Verifying invoices, activity and account coding, and preparing vouchers.
- Monitoring cash transfers and payments.
- Following up of all expiring rental contract dates and inform the Administration Manager in order to leave enough time to arrange a renewal or look for some other alternative.
- Reconcile bank statements and other financial records.
- Maintaining proper filing of all financial documentation (vouchers, contracts, tender documents, etc.).
- Follow organization established accounting processes and assist in providing necessary documents for adjustments and audit/donor's verification purpose.

TRAININGS AND COURSES:

- Financial Management for Humanitarian and Development Professionals (FMD Pro).
- Preparing external financial reports.
- Microsoft Excel 2019.
- Microsoft Word 2019.
- Managing Cash Flow.

PROFESSIONAL SKILLS

- Excellent communication skills and interacting with others.
- Fluency in spoken and written English, Arabic.
- Excellent interpersonal skills that function across diversity and cultures
- Extremely flexible and can cope with stressful situations and frustrations
- Capacity to work on own initiative as well as member of team.
- Strong organizational skills.
- Excellent computer skills, especially Microsoft Office (Word-PowerPoint-Excel-Access)
- Proficiency in financial accounting software.
- Excellent analytical and numerical skills
- Time Management.
- Teamwork and cooperation.
- Email Systems

REFERENCES:

Available upon request.