

Salah Abdurahman Ahmed Abduljabbar

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Objective

A highly organized and hard-working individual seeking a responsible position in a respectable organization or company to apply my extensive knowledge, experience, and skills as an employee willing to work as *a team player*.

Work Experience

- **Finance & Admin Assistant , [Qatar Red Crescent \(QRCs\)](#) (Apr 2022 – May 2024)**

I worked as a financial and an administrative assistant in Ma'rib Governorate on a Health and Nutrition Project and a Shelter project from (April 2022 to July 2023). Then, I moved to Al Hudaydah Governorate to work on a Health, Nutrition and Shelter project from (August 2023 to May 2024). During my tenure, I performed numerous financial and administrative tasks, most notably the following:-

- **Financial tasks**

1. Ensure strict adherence to QRCS policies for document management, facilitating easy retrieval for audits and internal reviews.
2. Preparing the organizing accounts and reviewing accounting entries for all project operations in the Office in accordance with sound accounting principles and rules and the approved and financial accounts guide using the ERP system.
3. Organizing the financial procedures of the project in terms of checking purchase, Invoices and documents and their compliance with the procurement standards adopted by the Qatari Red Crescent.
4. Ensure all required documents are attached, calculations are correct, and appropriate approvals and reviews are made as per the QRCs Policy. And that the approved budget items are not exceeded before payment of any cash payments.
5. Disbursing and liquidating the operation trust of the logistic assistant.
6. Assist preparing the monthly financial reports for the project in accordance with the approved budget.
7. Participating in the annual inventory of the fixed assets for QRCS Sub-office.
8. Continuous monitoring of budget items and preparing a detailed report on each month's actual and remaining expenditures for each budget item.
9. Archive all project documents electronically and in paper form.

- **Administrative tasks**

1. Preparing and processing the salary statements for the office employees and transferring them for disbursement after ensuring that the legal deductions and any other deductions have been deducted in accordance with the financial and administrative policies.
2. Monitoring attendance and reporting any violations to the Human Resources Manager for action in accordance with regulations.
3. Preparing contracts for daily wage employees in the field and service provider contracts made in the office in accordance with the applicable laws of the Republic of Yemen.
4. Following up on the contracts of project employees that are about to expire and notifying the Human Resources Manager and the Project Manager of them to take the necessary measures.
5. Following up on the office assets and obtaining the necessary documents.
6. Monitoring the stationery stock (incoming, outgoing and remaining) and coordinating with the office manager and the logistic of project to periodically purchase stationery that is about to run out.
7. Following up and reporting on the office's needs and following up on their purchase and method of arrival.

8. Preparing administrative forms in sufficient quantities for employees, represented by (vacation forms, exit permits, materials exit forms, warehouse forms, etc.
 9. Archiving and documentation of all administrative work in the project.
- **External Auditor, [Grant Thornton Yemen](#)** *(Feb 2020 – Mar 2022)*
I worked as an auditor at Grant Thornton Yemen, participating in audit and assurance services provided to clients in accordance with ISA and ISRS standards. The review operations I conducted included:
 1. International organizations such as NRC, Social Fund, and Citizenship Organization, providing spot check services and mini-assessments for UNICEF.
 2. Commercial and Islamic banks such as World Bank, Yemen and Bahrain Bank, Saba Bank, etc.
 3. Companies and factories such as Dairy Company, Private Sugar Company, and Ha'il Saeed Anam."
 - **Accountant, [at Commercial wholesaler](#)** *(2019)*
Main accountant and data entry at Amin Abdulwase Commercial Stores (Hail Saeed Ana 'am's agent)

Qualification

- Bachelor's degree in Accounting, [Sana'a University](#). *(2015 –2019)*

Related Training & Certification

- International Standards on Auditing – ISA. 2020 – 2021
- Audit engagement team members - IT specialists. July 2021
- HACT Framework and Assuring Activities. July 2021
- Inventory, Assets physical count. Dec 2020
- Enjaz, Yemen institution - Way to the Market Place. June 2019
- English Courses in MALI Institute and international languages Center. 2015
- Courses in ERP system and QuickBooks. 2019 & 2023

Skills

- Proficiency in using computers, Microsoft Office programs and others.
- Effective time management skills to meet deadlines and prioritize tasks efficiently.
- Capability to work collaboratively with colleagues and stakeholders, building effective working relationships.
- Very good command of English and Arabic.

Reference

- **Mahdi Ameen**
Finance & Admen Manager at Qatar Red Crescent
Phone Number: 777104103
- **Mosa Abdel Halim**
HR. Officer at Qatar Red Crescent
Phone Number: 772645194
- **Muhammad Tawfiq**
manager at Grant Thornton Yemen
Phone Number: 774400064