Rania Sulaiman Khalil
Chief Accountant

Riyadh, Saudi Arabia
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About Me

- A finance and accounting expert with more than 11+ years of experience
- Excellent leadership capabilities and outstanding specialist knowledge in finance management, accounting, budget and financial planning
- Proficient in various systems including ERP, Inventory Management, Al Ameen and SMACC

Personal Information

Year of Birth	1985
Gender	Female
Marital Status	Married
Nationality	Palestinian

Education

2013	MBA in Finance Management
	Sikkim Manipal University
2007	BS in Accounting (Faculty of Administration & Economics
	Al Quds Open University

Work Experience

Al Manahil Holding Company
2010 – Present

Chief Accountant

Al Manahil Holding is the mother company responsible for the overall affairs of all its subsidiaries, Al Manahil Entertaining, Al Manahil Deco and Deem Al Manahil. As the Chief Accountant, I am in-charge of a team of specialist accountants tasked to implement all financial and accounting procedures for the whole company and its subsidiaries. My main responsibilities include the following:

- Lead the accounting team making sure that capabilities are developed in view of the organizational needs to oversee all transactions between subsidiary companies
- Final quality checking, review and posting of all data entries as executed by specialist accountants.
- Organization and preparation of periodic and yearly inventories
- Monthly and yearly reconciliation of all trial balance accounts
- Monitoring of customer/vendor accounts, fixed assets, petty cash, statement accounts, prepaid and accruals, etc.
- Analyze financial data to generate and prepare financial reports to be submitted to the management (e.g., revenue, cost allocation, P&L, bank reconciliations)
- In-charge of employee benefits calculation such as vacations and EOS, commissions
- In-charge of inventory management and monitor item transactions

Al Quds Construction Est. 2007 - 2010	**Accountant** *The establishment specializes in contracting and construction projects. My role includes the following:* • Preparation of payroll for all employees • In-charge of general accounting procedures and activities • In-charge of accounts ledger, monthly reports, company vouchers and receipts

Trainings and Certifications

- **ERP System (Microsoft Dynamics AX) – Finance Modules, CRM, HR and Inventory Management**
- **Al Ameen System**
- **SMACC System**
- **Advanced English Language Course – Direct English 2008**

Skills and Languages Spoken

- **MS Office – Word, Excel, PowerPoint**
- **Arabic, English**