

AMANI BALAHMAR

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Summary

I am committed to taking on new challenges and seeing them through to a desired solution. I am prepared to excel in my finance career and I believe I would be an asset to your organization.

Experiences

- **NAPCO National Dammam, KSA/ Internal Control Specialist- Internal Control Department 2022 – Present**
 - *Performing the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations.*
 - *Determining internal audit scope and developing annual plans.*
 - *Obtaining, analyzing, and evaluating accounting documentation, reports, data.*
- **NAPCO National Dammam, KSA /Accountant – Accounting Department 2020 – 2022**
 - *Preparing of VAT calculations and review for VAT compliance.*
 - *Preparing Bank reconciliation of different bank accounts and adjusting journal to correct the appropriate general ledger accounts.*
 - *Preparing monthly reconciliation statements for other affiliates.*
 - *Issuing debit/credit notes for the affiliates.*
- **NAPCO National Dammam, KSA/ Payroll Coordinator- Payroll Department 2018 –2020**
 - *Running end of the month payroll.*
 - *Handling payroll transactions and payments requested during the month.*
 - *Processing employee's termination by calculating end of service and leave settlement.*
 - *Adjusting the reconciliation monthly report exported from the system.*
- **Mouwasat Hospital –Dammam,KSA/ Accountant – Accounting Department 2017-2018**
 - *Auditing daily cash income receipt and point of sales transactions.*
 - *Handling employee's payment (vacations, overtime, settlement, deduction and earnings).*

Education

- **University of Dammam** Dammam, KSA | Bachelor of Business Administration in Accounting Graduated Jan 2014.

Additional Skills

- *Languages: Arabic (Native), English (Fluent in writing, listening and speaking).*
- *Computer Software: Microsoft Word, Excel, PowerPoint, Axapta, SMACC software.*
- *Effectively use Oracle.*
- *Able to make adjustments for accruals and prepayments.*