



ASMA AHMED

SENIOR FINANCIAL ANALYST



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Kuwait



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ABOUT ME

Highly motivated and result-oriented professional with extensive experience in financial reporting, financial management, budgeting, auditing, and financial analysis. I possess diverse industrial experience and a proven ability to work effectively under high pressure. I am known for displaying professionalism and a high level of integrity. I can utilize my knowledge and experience to further enhance my career and be a valuable tool to your organization.

LANGUAGES

ENGLISH: EXCELLENT READ & WRITE

ARABIC: EXCELLENT READ & WRITE

PERSONAL DETAILS

Date of birth

5th October, 1982

Nationality

Australian

Marital status

Married

WORK EXPERIENCE

NATIONAL BANK OF KUWAIT (WEYAY BANK)

Nov 2020 - Aug 2023

Senior Financial Analyst

- Ensured timely reporting of all financial information and management reports.
- Preparation and presentation of annual budget to the Management to enable strategic decision making & planning.
- Finalization of the year end auditing for all the group companies with external auditor and review the financial statements.
- Keeping track of the approved budget to ensure all new contracts and commitments are within the budget.
- Preparation of cash flow statements.
- Responding to routine queries on business transactions from internal and external auditors and provide appropriate explanation and justification.
- Conducting daily accounting department functions (Payments, Receipts, Bank Transfers, and Reconciliations).

ALSAYER GROUP (ASTROLABE HOLDING CO.)

Jan 2016 - Oct 2020

Assistant Finance Manager

- Preparation of periodical financials, analyzing various management reports for compliance to policies and submitting observations to the Manager.
 - Financial analysis for new investment opportunities.
 - Supervision of year end audit and review the financial statements in coordination with external auditors.
 - Supervision of the departmental accounting function and coordinates the completion of periodic reporting.
 - Responding to routine queries on business transactions from internal and external auditors and provide appropriate explanation and justification.
 - Supervision and review of GL Monthly closing checklist and file.
 - Preparation of cash flow statements for forecasting funds requirements and timely availability of funds.
 - Preparation and presentation of annual budget to the board members to enable strategic decision making & planning, coordinating to gather information from all the departments i.e. operations, HR, Admin, Logistics, Training.
 - Preparation and presentation of feasibility reports to management.
 - Coordinating and negotiation with banks for credit facilities.
- PUBLIC**
- Independently managing and supervising finance dept., mentoring subordinates and delegate job responsibilities.
 - Developing and designing new work flows for existing and new tasks for better control.
 - Implementing the GL chart of accounts and structure the accounting system (Exact Globe),
 - Supervising the finance role of all the new subsidiaries of the Group at the initial stage of establishment.
 - Supporting all the group companies namely investment, real estate and franchising.
 - Managing and training subordinates and delegating job responsibilities.

**ALSAYER GROUP
(ASTROLABE
HOLDING CO.)**
Jan 2011 - Dec 2015

Senior Accountant

- Consolidation of financial reporting.
- Finalization of the year end auditing for all the group companies with external auditor and review the financial statements.
- Supervision of Treasury Functions: Payments, Receipts, Bank Transfers, Bank Reconciliations, Cash Availability, Credit Facilities, Coordinate with Banks and other Companies.
- Reconciliation of all Inter Company Accounts, Payroll Processing, Fixed Assets Accounting, Accounts Receivable and Accounts Payable.
- Review GL Monthly closing checklist and file.
- Implementation of the GL chart of accounts and structure the accounting system (Exact Globe),
- Preparation of periodical financials and management reports to the Finance Manager.
- Preparation of Annual Budget Reports and present them to the management.

**INTERNATIONAL
FINANCIAL
ADVISORS
COMPANY (IFA)**
Jun 2007 - Jan 2011

Accountant

- Financial Reporting
- Fixed Asset Accounting
- Sales Accounting
- Payments
- Payroll
- Bank Reconciliations & Inventory Reconciliation

EDUCATION

**KUWAIT
UNIVERSITY**
2006

Bachelor of Accounting (CBA)

Grade: 3.95 (on the 4 Points System)

SKILLS

• COMPUTER SKILLS: EXACT GLOBE, GP (GREAT PLAINS), MS OFFICE.

• COMMUNICATION SKILLS: GOOD INTERPERSONAL SKILLS.

MEMBERSHIPS

Since Jan, 2008

Kuwait Association of Accountants & Auditors

TRAINING COURSES

2022

Anti-Bribery and Corruption

National Bank of Kuwait

2022

AntiMoney Laundry'22

National Bank of Kuwait

2022



Customer Protection Manual

National Bank of Kuwait

2022

Data Protection

National Bank of Kuwait

2021

Information Security Awareness Certificate

National Bank of Kuwait

2021

Working with people and Adaptability

National Bank of Kuwait

2021

RPA E-Learning

National Bank of Kuwait

2014

Feasibility Study Course

Bench Advisory