






SAMI ABDULRAHEEM


Accounting professional with 10+ years extensive experience conducting full financial statement audits, reviews and full disclosure compilations audit. Detail-oriented with exceptional communication skills and the ability to express ideas in both verbal and written forms. Capable of maintaining sound business relationships with clients and have been recognized for qualitative work and adapting to changing within a challenging business environment.


PERSONAL


 **Name**
Sami Abdulraheem


 **Address**
salmiyah
kuwait


 **Phone number**
90037004


 **Email**
samirushdi@yahoo.com


 **Date of birth**
31-05-1986


 **Place of birth**
kuwait

 **Gender**
Male

 **Nationality**
Jordanian

 **Marital status**
Married

 **Driving licence**
Yes

 **LinkedIn**
<https://www.linkedin.com/in/sami-rushdi-84237427/>

INTERESTS

- Reading
- Travelling

LANGUAGES

Arabic ★★★★★

English ★★★★★



WORK EXPERIENCE

2011 - Present

Senior Accountant

Abyaar Real Estate Development Company, Kuwait

- Handled a company account on accounting software (Microsoft Dynamics AX).
- Preparation All the Reports of Kuwait Boursa, Capital Markets Authority (CMA) & KCC.
- Preparation of quarterly & yearly financial.
- Preparation of monthly PL for the company.
- Consolidation of Financial Statements of the parent company.
- Review Bank Reconciliation, supplier's reconciliation & customer reconciliation.
- Daily coordinating with collector, providing them with required like invoice copy, customer SOA, reconciliation of customer.
- Sending email to customer for payment, invoices, SOA,
- Maintaining accounting system & supervising junior accountants.
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
- Daily reviewing a financial entry like petty cash, JV, Payment vouchers.
- Handling external audit and internal audit.
- Handling local and foreign supplier payments. Checking Operation status every month at the time of payment.
- Managing accounts receivable.
- Managing Monthly Accruals & prepaid.
- Closing of Accounts by the 10th working day of each month.
- Preparing Monthly costing & Re indexing in system.
- Posting Purchases, JV, Debit Note, Credit Note, shortage in stock, Excess in stock,
- Posting monthly intercompany sales & purchases.
- Preparing letter for banks.
- Experience in Payroll (Like preparing salary, uploading salary, calculation of leave & indemnity).
- Acting on behalf of Finance manager in case he was Vacation.

2009 - 2011

Operations Employee

Mena Investment - Mena Holding Company, Kuwait

- Preparation of daily performance report of Portfolios to dealers and top management before the start of the stock Exchange indicating the balances of shares, cash in KCC, purchase & sale movement and cash movement.
- Preparation of daily KCC accounts for the accounts including the recording of chq, purchase & sale, various charges, forward transactions, recording capital increment, security profit distribution and others.
- Preparation of Bank Reconciliation for all Banks accounts.
- Preparation of the Monthly Report of portfolios for our clients including portfolio position, forward deals position, cash statement, realized profit/loss and portfolio performance.
- Preparation of Kuwait Boursa Monthly Report showing the value of clients' portfolios by sector (Banks, Insurance, Real Estate, Industrial,

Services etc.,).

- Preparation of schedules and requirements of the audit on portfolios conducted on April and October from each year regarding the adherence to the agreed upon procedures in managing clients' portfolios.
- Preparation of all the data and schedules required by the committee of Kuwait Boursa in their annual inspection of the portfolios management.
- Preparation of letters of disclosures regarding the open or close of portfolios within the period determined by Stock Exchange (5 DAYS).
- Issuing chq of portfolios' clients and make all bank transfers to KCC related to covering our portfolios.
- Following up with our brokers in case of receiving chq, returning chq to accounts, obtaining broker sheets and others.
- Matching the shareholders' register with security balances in all accounts.
- Good experience in system reports and retrieving accounting information.
- Reviewing the data entry of both subscription and redemption applications of fund clients.
- Following up with the auditors the audit process till issuing the financial statements of the funds.

2009 - 2009

Accountant

[Boodia Ink Group, Kuwait](#)

- Preparation of petty cash, chq and bank transfer vouchers against the receipt signed by the payer as a statements with the ref codes separately for each divisions.
- Voucher filing separately for chq and petty cash with the Review invoices.
- Supplier list, statement and filing for each division based on purchase monthlies.
- Checking on daily sales report against deposit slip of sales into the bank the next day and follow up
- Making the staff salaries.
- Miscellaneous work as when required i.e. stock check etc

2008 - 2009

Teller

[Housing Bank, Jordan](#)

- Responsible for receiving checks and cash for deposit, verities amounts, and check a currency of deposit slips.
- Promoting and selling products and services such as travelers' chq, cashier chq (manager chq) money orders, Foreign chq issuance, etc.
- Balancing the vault, cash drawers, ATMs, ordering products for the customer (chq, deposit slips, etc.)
- Resolving problems or discrepancies concerning customers' accounts.
- Performing clerical tasks such as typing, filing, and microfilm photography.
- Informing customers about foreign currency regulations, and compute transaction fees for currency exchanges and cross exchange rate.
- Issuance remittance such as transfers to correspondent banks, western union, money gram.

2007 - 2007

Trainee in Auditing Department

[Al- Dar Audit Bureau Al- Muzaini & Al-Ahmad, Kuwait](#)

Assists in all matters related to accounting and auditing functions for small and medium firms, Assists in preparing feasibility studies. Deals with manual and computerized system, manage income tax file with tax department.



EDUCATION AND QUALIFICATIONS

Sep 2004 - Mar 2008

Bachelor of Account

[Applied Science University, Jordan](#)

Grade 81.5% - Very Good



SKILLS

Microsoft Excel	★ ★ ★ ★ ★
Microsoft Word	★ ★ ★ ★ ★
Microsoft Power Point	★ ★ ★ ★ ★
Communication	★ ★ ★ ★ ★



COURSES

2022 - Present	CMA Professional Certificates House
2019 - Present	CPA Pitman Training Center
2014 - 2014	Financial Statement Analysis using Excel Kuwait
2013 - 2013	IFRS Update Seminar Ernest & Young Kuwait
2008 - 2008	Money Laundry (Banks Courses) Jordan
2008 - 2008	Communications skills & Selling skills (Banks Courses) Jordan
2008 - 2008	Jordanian Canadian College Jordan
2004 - 2004	General English For Mixed Group British Council Kuwait
2016 - 2016	Company Zakat Calculate Zakat house Kuwait