



# Saleh Sabri

## Assistant Audit Manager

Results oriented professional with the ability to work independently or as part of a team. A motivated, self-starter individual with strong personal and leadership skills.

## Experience

### Assist Audit Manager October 2021 to date

**Company: Moore Stephens**

- Ability to obtain and present appropriate audit evidence, address the relevant audit objectives, and demonstrates its relevance to the rest of the audit.
- Document the results of their audit work in accordance with Moore Stephens Audit Methodology, regulatory requirements, and using applicable IT systems and tools.
- Identify audit differences and issues and escalating as appropriate.
- Demonstrate knowledge of prevailing accounting standards, accounting disclosure requirements, and applying these to allocated work.
- Ability to coach staff effectively during fieldwork.

### Audit Supervisor May 2018 Till July 2021

**BDO Al Nisf & Partners**

- Working with the engagement management team to create plans for accomplishing objectives and strategies and appropriately addresses risks.
- Develop and maintain productive working relationships with clients and assess client's satisfaction.
- Monitor the progress of the engagement team against the plan and alter it when needed.
- Proactively monitor and address issues regarding billing and collections.
- Understand the Firm's service lines and actively assess/present ways to apply knowledge and services.
- Delegate effectively and monitor progress to ensure expectations are met through initiating discussions with service team and obtaining on-going feedback from client.
- Monitor team's work to ensure it is consistent with the firm's quality standards and audit approach.
- Develop understanding of client industries and identify value added recommendations.
- Responsible to the engagement manager for day-to-day client contact and conduct of audit work.
- Managing audit work and financial statements for smaller entities.

## Contact

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**Address** Kuwait, Al Ahmadi  
**DOB** July 26, 1989

Holding a valid transferable Residency

## Education

Dec 2012

**Masters in MBA**

Ajman University of Science & Technology

June 2011

**Bashlors in Accounting**

Ajman University of Science & Technology

June 2007

**High School Degree**

Al Najat private school

## Skills

- Self-motivation, determination and confidence in my abilities.
- Ability to divide my time between work and study.
- Excellent problem-solving skills.
- A keen interest in the financial system
- Ability to work to deadlines, under pressure.
- Ability to work on my own initiative and as part of a team.
- Excellent interpersonal and communication skills.
- Flexible & adaptable to change.

## Qualified certificates:

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- March 2019: completed the online Certificate in International Financial Reporting (CertIFR) assessment.
- July 2019: passed the Certificate in Diploma in International Financial Reporting: (DipIFR).
- September 2015: International Diploma in IT skills from Cambridge international examinations.

## Computer Programmers Experience:

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- Microsoft Office.
- IBM SPSS Solutions "Statistical Package for Social Sciences" for Education.
- Accounting system programs (Flash Back for Hotels, pay tax for payroll Accpac and Peachtree in Computerized Accounting.
- CaseWare Working Papers 2014 (Audit).

## Interests:

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- Social Media
- Computer repair.
- Gaming
- Travel

### **Semi-Senior Auditor** October 2014 Till April 2018

#### **Talal Abu-Ghazaleh Organization Kuwait**

- Ensure compliance with local, national, federal audit policies and regulations.
- Prepare audit paperwork in accordance with standards and requirements.
- Establish working relationships with company's staff, partners and clients.
- Manage own time and that of any junior staff.
- Recognizing any problems at an early stage to ensure that jobs are completed within budget.
- Complete audit review forms on juniors.

### **Accountant** July 2014 till September 2014

#### **Independent Trading Group (ITG)**

- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Prepares payments by verifying documentation and requesting disbursements.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.

### **Group Accounts Payable** March 2013 till June 2014

#### **Emirates Stars Group of hotels Dubai / Sharjah**

- Reconcile supplier statements with hotel records on a monthly basis.
- Contact purchasing department to secure LPO sum and ensure correct amounts and details.
- Process all Accounts Payable invoices and manual bank cheques.
- Perform cash book postings, bank reconciliations and credit controls.
- Communicate with vendors to develop Statement of Account to verify their performance and payments.
- Maintain suppliers profile including invoices and cheques.

### **Assistant accountant** September 2011 till February 2013

#### **AL- Hikma Private School Ajman at UAE**

- Auditing and count cash from the Canteen worksheet labors and enter the data in the system.
- Prepare daily receipt/payment voucher and following with parents for collection of tuition fees.

### **Tarinee** June 2011 till August 2011

#### **Al Shemsi Public Accountants, Sharjah - UAE**

- Review sales, general expenses, depreciation expense, prepayments and adjusting journal entries.
- Preparing Statement of Comprehensive income, Statement of Cash Flows.