Sawsan Walid Ali Alshalabi

Mirdif.
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Objective

Seeking a position where extensive experience will be further developed and utilized.

Work Experience

Korn Ferry Hay Group, Management Consulting Firm (December 15, 2010 to August 19, 2016)

Position: Accountant

Responsibilities:

- Generate Accounts receivables listings and liaise with project/account managers on overdue debts.
- Monitor client account details, identify and investigate non-payments, delayed payments and other irregularities.
- Contacting client personnel as required to follow up directly on overdue payments.
- Organize recovery process and initiate collection efforts by sending weekly reminders to the client and ask for an update on the status of payment and provide an exact date on when it will be processed.
- Generate weekly aging reports.
- Investigate and resolve client queries.
- Perform billing, payment allocation and collection adhering to tight deadlines.
- Reviewing contracts and going over payment terms.
- Looking after timesheet submissions, following up with consultants to submit their timesheets weekly and prepare weekly report to be sent to finance director and leadership team.
- Working closely with the HR department and get notified with the new joiners' grades and rates, also meeting them to explain the timesheets process, and other finance related matters.
- Handling some of the payables. Checking employee expenses and vendor invoices and book those invoices into an accounting system.
- Generate weekly on demand cheques.
- Collaborate with auditors during year-end audit processes.
- Preparing statement of accounts.
- Using different accounting system and the latest is SAP.
- Assist in the Finance department whenever necessary

Academic Qualification

American University of Sharjah – Sharjah, UAE Fall – 2011

- Bachelor of Science in Business Administration from the American University of Sharjah, Concentration is Accounting and Finance. GPA: 3.59. (Out of 4)

Trainings and Certificates

- Training for Six Weeks in Talal Abu Ghazalah, Audit Firm
- Training in Microsoft Excel and Access 2013.
- Job Analysis and Job Evaluation Training in Hay Group
- SAP Training for one week in London.

Personal Details

Nationality: Jordanian
Date of Birth: 20th June 1988
Place of Birth: Dubai – UAE
Marital Status: Married
Visa Status: Husband Visa
Languages: Fluent in English & Arabic