



AWAIS NAZ

CREDIT CONTROLLER

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Dammam / EP / K. S. A

AREAS OF EXPERTISE

- ACCOUNTING
- TREASURY
- FINANCIAL STATEMENT
- OPERATIONS
- PROCURMENT
- INVENTORY MANAGEMENT
- RESEARCH
- EXCEL
- DATA ANALYSIS

ADDITIONAL

EXPERIENCE

- Cash Flow Statement
- FINANCIAL REPORTING:
 - *Budgeting
 - *Forecasting
- SPREADSHEET PROFICIENCY
- VAT RETURN SUBMISSION
- LOGISTICS
- PAYROLL
- EVENT ORGANIZING

PERSONAL SUMMARY

I possess a strong analytical aptitude, particularly in Accounts / Finance & Supply Chain, complemented by excellent communication skills. I am committed to meeting deadlines and adopt a problem-solving, with a proven ability to manage both business and financial operations. I am driven by a belief in efficiency, integrity, and a commitment to deliver high-quality in all aspects of my work. My career goal is to advance into a senior or executive management position within the financial sector.

ACCOMPLISHMENTS

- Successfully reduced the outstanding value against total receivables to more than 50%.
- Managed to reduce unknown & un-applied collections from 9 million to only 7k. This positively impacted bottom-line performance for the group.
- Singlehandedly lead a team of 8 accounting & finance employees, meeting all deadlines perfectly.
- Developed a complex finance and accounting database, reducing spreadsheet development time from 7 Days to 3 Days.
- Managed to implement a report based large inventory system that impacted positively, and management was able to achieve a saving of approx. 40 million SAR.

EXPERIENCE



TANAMI ARABIA COMPANY

Credit Controller (October 2021 – September 2024)

- Responsible for preparing monthly reconciliation and journal entries.
- Back up for collection of outstanding accounts receivable invoices. Create and post adjusting journal entries.
- Supporting more than **20** centers by responding to customer disputes, chargebacks, etc.
- Running & reviewing specific AR reports daily.
- Handling nearly about more than **700** customers.
- Responsible for preparing intercompany reconciliation.
- Performing day-to-day financial transactions relating to account receivable
- Organizing a recovery system and initiate collection efforts

SKILLS

- Analytical skills
- Mathematical Proficiency
- Regulatory Knowledge
- Software Proficiency
- Communication Skills
- Problem Solving
- Time Management
- Team Management
- Relationship Building

- Resolving bank/General Ledger discrepancies pertaining to receipts from daily bank reconciliations
- Review collection reports to determine status of collection and balance O/S.
- Monitor the accounts receivable trial balance for aging maintenance.
- Cash allocation, daily matching of all cash receipts to AR ledger accounts.
- Review Collections of receivables to ensure that all O/S collected in time.
- Providing Relevant and timely information to the Top Management
- Reviewed and approved accounts receivable transactions to ensure accurate and complete information is recorded to the general ledger.
- Look after the refund status & Termination process.
- Securing customer's deposit to reduce our risk.
- Prepare AR analysis, unbilled receivable analysis, and account reconciliation.



SAUDI ELECTRIC SUPPLY COMPANY, SESCO Al Tamimi Group

A.P Specialist. (Jan 2016 – Sept 2021)

EDUCATION

Masters of Business Administration

2002 -- 2004

Bachelors of Commerce

1999 -- 2002

CERTIFICATES

MS-OFFICE

from

APTECH Institute

"1st IT Training & Education organization in Asia to receive ISO 9001 quality education services."

TEAM BUILDING

from

IPTC – Innovation Paths
Training Center

EFFECTIVE COMMUNICATION SKILLS

from

IPTC- Innovation Paths
Training Center

- Sent timely invoice reminders to enable improved payment efficiency for up-to-date company finances.
- Produced monthly balancing reports, assessing processed payments against completed works to maintain exact financial records.
- Worked with meticulous precision and care, ensuring processed payments were accurate and in line with company policies.
- Collaborated effectively with staff & payroll teams to enable smooth process.
- Handled accounting inboxes, quickly responding to invoice and expense requests to deliver payment within allotted deadlines.
- Troubleshoot problems and diagnosed system faults.
- Supervised work of contracted employees to deliver work on schedule.
- Communicate and coordinate with vendors, salespersons & buyers to cover the discrepancies in billing before going to declare the invoice as "Ok to pay."
- Managing & processing all relevant invoices through Dynamics AX system by monitoring system transactions
- Provide Import expertise to Supply Chain Team and execute improvement initiatives.
- Preparing & Establishing LC Document when required.
- Sometimes negotiate payments terms with Vendors / Suppliers
- Support in completion of Audit report
- Handling working fund-based payments.
- Pay vendors by monitoring discount opportunities.
- Taking care **150+** foreign vendors prepayments and follow-up with all Branches to offset our advances.

ERP

Oracle, MS-Dynamic 365

PERSONAL - INFO

- Marital Status – Married
- Nationality – Pakistani
- Religion – Islam
- **Language**
 - English (*fluent*)
 - Urdu (*native*)
 - Arabic (*conversational*)
- Transferrable Iqama
- SOCPA – Valid
- Driving License - Valid
- **Hobbies**
 - Poetry
 - Singing
 - Travelling
 - Exploring
 - Writing
 - Hosting

REFERENCES

AVAILABLE ON REQUEST

- Check SOAs for covering all pending issues on spot.
- Using Excel & PowerPoint for making any presentation
- Bank reconciliation
- Preparing report as Advances VS Inventory for local vendors analysis report
- Preparing report as Prepayments VS Non-Stock orders analysis report
- Established, supervised, and continuously improved import process flows in conformance with rules, procedures, and company policy.



SAUDI ELECTRIC SUPPLY CO., SESCO

Import Administrator & Accounts Payable.

(Jan 2005 – Dec 2015)

- * Focal point of SESCO Distributors for Payment operational activities in
 - Coordination with Procurement Dept
 - Data analysis for Stock & Nonstock purchase orders
 - Delivery Assessment Analysis of All Top Vendors'
 - Handling / Encoding broker invoices.
 - Processing & approving the Local and foreign vendor invoices.
 - Creating EX-WORK & IMPORT follow-ups
 - Making Offset copies & keeping records to offset with Orders.
 - Creating Top Vendor Purchases Report
 - Adding new vendor details as per agreement
 - Checking VAT Calculation on orders
 - Saudi customs - Guarantee clearance (Bayan)
 - Encoding service provider (TNT, ARAMEX, DHL etc.) invoices
 - Issuing NON-STOCK purchase orders & change orders.

EDUCATIONS

Master of Business Administration: FINANCE

University of Management & Technology (2002 -- 2004)

[MBA] Graduate with Merit

Bachelor of Commerce: B. Com

Punjab College Of Commerce (1999 - 2002)

F.SC :

Saudi Arabian Intl. School — Al Khobar, KSA (1998)