

Rami El Kadi

Accountant

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Motivated accountant with five years of experience in accounts receivable, accounts payable, and financial reporting. Holds a Bachelor's degree in Accounting and Audit. Adept at managing financial transactions, reconciling accounts, and coordinating audits. Strong analytical skills, attention to detail, and proficiency in accounting software. Seeking to contribute expertise to a dynamic organization.

Skills

- Problem Solving | Attention to Detail | Financial Analysis
- JDE & AX Accounting Systems | Microsoft Excel, Word, PowerPoint
- Bank Reconciliation | Accounts Payable & Receivable
- Financial Reporting | Audit Coordination | Team Supervision

Professional Experience

SARA Group – Riyadh, KSA

Accountant Receivable and Payable (KSA, Qatar, Kuwait, Bahrain)

June 2024 – Present

- Performed daily bank reconciliations and ensured timely monthly account closures.
- Managed weekly cash positions and loan reports.
- Handled monthly loan interest provision (Accrued)
- Handled employee accounts, including personal loans, commissions, and salaries.
- Processed customer transactions in the AX system across different business segments.
- Provided monthly aging reports and customer overdue provision.
- Gave confirmation and controlled all the customer refund and credit memo.
- Insured and opened Credit limit for customers when needed.
- Oversaw intercompany accounts and customer refunds.
- Conducted end-of-year closing procedures and coordinated audits.
- Supervised and guided team members on daily and monthly tasks.

Accountant Payable (KSA, Qatar, Kuwait, Bahrain)

October 2023 – June 2024

- Processed supplier invoices and ensured timely payments.
- Reconciled vendor statements and resolved discrepancies.
- Managed government payments, employee salaries, and utility bills.
- Contributed to financial reporting and year-end closing procedures.
- Provided training and capacity building for team members.

SARA Group SAL – Beirut, Lebanon

Accountant Receivable (KSA, Qatar, Kuwait, Bahrain)

September 2022 till October 2023

- Maintained accurate accounts receivable records in the AX system.
- Reconciled bank and cash accounts, identifying and resolving discrepancies.
- Generated customer aging reports and implemented collection strategies.
- Managed showroom inventory adjustments and petty cash funds.
- Processed customer payments and refunds efficiently.

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TRANSMED S.A.L – Beirut, Lebanon

Clearing Accountant

November 2020 - September 2022

- Processed clearing invoices and customs payments for Beirut and Tripoli ports.
- Reconciled supplier statements and ensured compliance with customs regulations.
- Handled insurance for international shipments.

Cash van-HFS team

September 2020 - November 2020

- Followed planned sales routes and promoted products.
- Monitored van stock and placed orders when necessary.

Warehouse - Food Department

November 2019 - September 2020

- Packaged and labeled merchandise for delivery.
- Ensured proper securing of inventory during transit.

Merchandiser-HPC Department (Byblos, Batroun, Jeita, Jounieh)

January 2018 till November 2019

- Monitored stock movement and validated planograms.
- Developed merchandising strategies to enhance product visibility.

Education

Bachelor's degree in Accounting and Audit - Lebanese Canadian University	GPA: 91 2022
Superior Technician Diploma TS2 in Audit - Technical Institute Edde	(16/20) 2020
Superior Technician Diploma TS2 in Management - Technical Institute Edde	(12/20) 2019
Technical Baccalaureate Diploma BT3 in Accounting and IT – CCJ	(14/20) 2017

Certifications

Certified Management Accountant (CMA) - *In Progress*

Languages

- **Arabic:** Native
- **French:** Excellent
- **English:** Very Good