

PERSONAL INFORMATION

Mohammed Abdullah Ghaleb Othman

📍 Sana'a (Yemen)

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SUMMARY OF QUALIFICATIONS

Experienced Finance & Accounting Professional with 15+ years in international NGOs, oil & gas companies, and auditing firms. Skilled in financial reporting, budgeting, treasury management, internal controls, ERP systems, and audit compliance. Strong analytical, organizational, and team leadership abilities. Fluent in English; proficient in Microsoft Office and financial software.

CORE COMPETENCIES

- Financial Reporting & Analysis
- General Ledger & Bank Reconciliation
- Budgeting & Forecasting
- Accounts Payable / Receivable
- Treasury & Cash Flow Management
- Internal Controls & Compliance
- ERP Systems (AX, TIM, FMS)
- Donor Reporting & Audit Support
- Inventory & Asset Management
- Team Leadership & Supervision

Sep.2018- up to
June 2024

Finance Officer and
head of department [Save the Children, Ibb](#)



- Maintain complete books of accounts, as per SCI-Y CO Finance Manual.
- Accounting management – supervise the accounting cycle for the mission
- Treasury management – ensure a controlled and smooth cash management
- Checking of all payment claims to ensure compliance of SCI-Y policy & procedures, valid Scheme of Delegation, SCI-Y Donors compliance requirements, In-country law and any other official regulatory authority.
- Ensure that all payments are properly coded to record against active Awards and complete authorization of respective Budget Holder as per SCI-Y Scheme of Delegation.
- Ensure that all program implementation activities requires direct or indirect involvement of disbursement of hard cash to suppliers, contractors, beneficiaries should safe guarded by segregation of duty.
- Assist FC to strengthen internal controls & internal controls environment.
- Ensure appropriate segregation of duties for each & every financial management task.
- Actively participate in Budget vs. Actual review meetings.
- Prepare/review Bank and cash GLACOS, financial data entry on daily basis.
- On monthly basis follow-up prepayments (like rent, Internet service.....etc.) and manage schedule on FMS.
- Ensure preparation of staff monthly salary cost allocations whilst close coordination with Human Resource (HR) and CO finance.
- Ensure that monthly bank reconciliations for all Bank accounts are prepared on regularly basis.
- Assist FC in tracing of all balance sheets accounts on monthly basis and at the end of each award.
- Maintain Asset & liabilities monthly schedules & reconciliations & ensure that all balances are reconciled with Financial Management system (FMS).
- Ensure that daily financial matters are handled in a systematic, accurate and transparent manner.
- Ensure that EFRP is prepared on monthly basis.

- Monitor cash & bank flows on daily basis and maintain close coordination with financial institutions to ensure smooth cash flows. Safe guard SCI-Y cash from assessed / known risks.
- Assist Field office & Country office Finance teams during Internal & external audit, donor specific audit, any authorized third party review of financial records.
- Closely work with Field Office Awards Coordinator to fully understand financial & compliance aspects of donor funded portfolio and use Award Management System (AMS) to understand donor financial compliance requirements.
- Maintain working relationship with SCI-Y partners and support Field Office & Country Office to ensure smooth financial implementation of projects through partners.
- Submit all Internal & external financial reports in a timely manner.
- Review the official e-mails on a daily basis, respond to queries from suppliers and colleagues in a timely and appropriate manner, and ensure any problematic issues are raised with the line manager at the earliest opportunity.
- Assist the team in responding to audit inquiries

May 2008 – Nov 2015

Filed senior Account



▪ **Occidental Petroleum of Yemen, Inc (Oil & Gas Company)**

▪ Responsibilities:

- Review job orders and cost estimates according to the rates of contracts to ensure that the proper procedures are followed as per rules and policies.
- Prepare working papers and bank reconciliation of all activities and submit them to the Director of Finance on time
- Make sure that financial practices are adherent to accounting standards as well as internal company policies.
- Prepare working papers and bank reconciliation of all activities and submit them to the Director of Finance on time.
- Conducts field visits to provide support and review processes and procedures on a regular basis
- Assist in providing the procedural and technical support to staff within the areas of finance and budget
- Manage petty cash in a quality-focused and cost saving manner.
- Prepare, forecast and control budgets. Monitor petty cash accounts regularly
- Provide budget financial feedback and assistance to all involved.
- Analyze projects performance from a financial point of view.
- Coordinate with peers and colleagues to process financial transactions and make sure that they are completed in a timely manner.
- Review timesheets of job orders and monthly cost summaries.
- Prepare monthly reports showing estimated cost, actual cost and variances.
- Maintain a list of rental equipment and monitor usage/release.
- Review MDS and do periodic test counts.
- Prepare timesheet of employees.
- Prepare daily meal sheet.
- Review purchase requisition and invoices for medicines.
- Check all the P.Os against items received.
- Prepare & record all the daily vouchers.
- Follow up all vendors' and suppliers' accounts.
- Maintain the fixed assets of the company.
- Review the monthly banks reconciliations.

Feb 2002 – Apr 2008

Senior Auditor



KPMG Yemen

Responsibilities:

- Conducted audits for banks, insurance companies, and major corporations.
- Tested internal controls, reviewed financial statements, and ensured compliance.

- Prepared audit documentation, evidence, reports, and risk assessments.

Participated in auditing the following Organizations:

- Banks:
- The Yemen Kuwait Bank.
- Tadhamon International Islamic Bank.
- The Yemen Gulf Bank.
- Companies:
- Saba Trading Corp.
- Pharmacare Manufacturing Company.
- Aman Insurance Company.
- Yemen Islamic Insurance Company.
- Public Electricity Corporation

EDUCATION

1994-2000

B.A. in Accounting, College of Commerce

Sana'a University, Sana'a (Yemen).

TRAINING

- IFRS – KPMG
- Banking Audit – KPMG
- Auditing Techniques – KPMG
- Financial Statement Analysis – KPMG
- Procurement & Warehouse Management – TAG Consultancy.
- Abu .Ghazalah & CO Consulting
- Excel 2019 Save the children
- Finance abd Budgets in Emergencies
- Finance Management Essentials
- Finance Reporting course of international organizations
- Risk management
- SCI IT Security
- The personal Safety and Security
- The project Management Methodology (PMM)
- Warehousing

LANGUAGES

- Arabic: Native
- English: Fluent

TECHNICAL SKILLS

- Orecal system
- Pro save system
- AX ERP, TIM System, FMS
- MS Excel, Word, PowerPoint, Outlook
- Inventory & Warehouse Systems