Ziad El-Jumaily

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**Professional Summary**

Highly experienced and motivated Accountant with over 13 years of experience in managing comprehensive accounting and financial reporting functions. Managed yearly budgets of £12M+ for patient treatment costs and a secondary budget of £3M+ for patient allowances, exclusively responsible for balance sheets, analysis, and reporting. Led a team of 2 bookkeepers and reported directly to the Head of Finances. Extensive experience in Audit, Compliance, Group Reporting, and managing diverse teams. Proficient in Microsoft Office programs, Fidelio cloud computing tools, and SAGE accounting and payroll systems. Holds a Bachelor of Science degree from Baghdad University and several certifications in IT, including OCR Diploma of IT and CCNA. Skilled in invoicing and collections, year-end reports, data processing, payroll software, office management, and wireless networking. Prior experience includes administrative assistant at Help Square and auditor/night assistant manager at Thistle Hotel. Paid a lot of attention to feedback from patients, medical providers and colleagues in order to improve myself.

**Key Skills**

* Financial Statements
* Internal Audit
* Transaction processing
* Balance Sheets
* Process changes
* Reconciliations
* Budgets & Forecasting
* Financial Presentations to the Head of Global Finances
* Management Accounts
* Accruals, Prepayments
* Payroll
* Finance business partnering
* Bookkeeping
* MS OFFICE Excel (Expert), Word, PowerPoint,
* Sage Payroll, Bright Payroll
* QuickBooks
* Network Administration
* Operating System Administration
* Storage Management
* Customer Service

Experience

Senior Accountant/Bookkeeper

Saudi Health Mission, London, 2009 – Current

* Provided comprehensive accounting support to the company by managing functions such as payroll, accounts payable, accounts receivable, and business expense processing.
* Individually managed yearly budgets of £12M+ for patients' treatment costs, and a secondary budget of £3M+ for patients' allowances, exclusively responsible for the balance sheets, analysis, and reporting of these budgets.
* Representing the Saudi embassy at MDT meetings.
* Sending Monthly updates reports to Saudi health authorities.
* Dealing with private patients and was directly in charge of auditing their letters of guarantee to both private and NHS hospitals.
* Customer Service: strong communication and interpersonal skills, and the ability to provide excellent customer service to both medical providers and patient.
* Frequently working and dealing with credit controllers from both NHS and private hospitals
* Reviewing overheads and monitoring budgets.
* Maintained general ledger by transferring subsidiary account summaries.
* Maintained excellent financial standings by working closely with accountants to process business transactions.
* Organized data into multiple spreadsheets to streamline data.
* Processed payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
* Used accounting software (SAGE) to prepare weekly and monthly financial reports.
* Completed weekly check runs and maintained accounting ledgers by verifying and posting account transactions into the accounting system.
* Used accounting software (SAGE) to prepare weekly and monthly financial reports.
* Completed weekly check runs and maintained accounting ledgers by verifying and posting account transactions into the accounting system.
* Reconciled account information and reported figures in the general ledger by comparing them to bank account statements each month.
* Maintained personnel records and updated internal databases to support document management.
* Collected, validated, and distributed information to employees.
* Oversaw IT, network, and server operations.
* Network Administration: managing and maintaining a company's computer network, including hardware and software, security, and user access.
* Operating System Administration: experience with various operating systems, including Windows, Windows Server and Linux, and the ability to troubleshoot, install, and configure them.
* Storage Management: expertise in managing storage systems, including SAN, NAS, and DAS, and the ability to implement backup and disaster recovery solutions.
* Responsibilities included daily bookkeeping, Payroll, Bank reconciliations, Management Accounts
* Liaising with Auditors on the Year-end process and preparing the Financial Statements.
* Implemented electronic reporting processes.
* involved in developing a platform that combines some of the tasks mentioned above to accelerate the process and reduce the paperwork, allowing my colleagues and I to work remotely.
* Paid a lot of attention to feedback from patients, medical providers and colleagues in order to improve myself.

# Administrative Assistant

Help Square, Hertfordshire 2005 to 2009

* Managed relational database to store information for reference, reporting and analysis.
* Leveraged accounting software to manage expenses and keep track of finances.
* Set up conference rooms, technology, and materials to facilitate meetings.
* Provided technical support to development teams and debugged test systems.
* Planned and developed interfaces that simplified overall management and offered ease of use.
* Developed clear specifications for project plans using customer requirements.

# Auditor/Night assistant manager

Thistle Hotel, Hertfordshire 2001 to 2005

* Executed audit phases and entered data into accounting software for analysis.
* Collected room deposits, fees and payments, auditing and balancing card machines, cash, and cheques using Sage Line 50 software
* Liaised with housekeeping and maintenance staff to address requests and complaints made by guests.
* Collaborated with team members to handle guest requirements from check-in through check-out.
* Kept accounts in balance and ran daily reports to verify totals.
* Utilized spreadsheets to track, manipulate, interpret, and communicate data.

## Education

**Bachelor of Science**

Baghdad University - Baghdad Sep 1989 to Jun 1992

## Certifications

* OCR Certificate of IT Professionals, UK. Cisco System, CCNA 1,2 and 3
* Remedy Corporation (BMC) UK: BMC Remedy AR System 7.x: Administering – Part 1, 2, 3
* Remedy Corporation (BMC) UK: BMC Remedy AR System 7.x: Application Requirements Analysis, Design & Development
* Remedy Corporation (BMC) UK: BMC Remedy AR System 7.x: Performance Tuning and Troubleshooting
* OCR Diploma of IT, UK
* OCR Certificate of IT, UK – Data manipulation, e-publication creation, File management and e- document production, Creating Spreadsheets, and graphs, create an e- presentation.

## Languages

* Arabic - Fluent
* English – Fluent

## References

References available upon request.