



Khalid Mohammed A. Al-Sanabani

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Professional Summary

- A Certified Management Accountant (CMA) - American Institute of Certified Management Accountants, USA, 2015.
- CMI Level 7 Diploma in Strategic Management and Leadership - Chartered Management Institute (CMI), UK, 2020.
- A Yemeni Certified Public Accountant (YCPA), Yemeni Association of Certified Public Accountants, 2010.
- Work experience in accounting, internal auditing, and finance for more than 20 years in the oil industry.

Academic Education

- Bachelor's degree in accounting, June 2000. Sana'a University, Yemen.
- Master of Business Administration with merit – MBA 2019 – 2020. University of East Anglia, UK.

Areas Of Expertise Include:

- Accounts Receivable and Accounts Payable
- Financial and business models (NPV, IRR, SWOT, and balance scorecard)
- General Ledger (GL).
- Good knowledge in Sarbanes Oxley and VAT.
- Financial & operational analyses
- Accounts Reconciliations
- Internal auditing
- Budgeting and Forecasting
- Financial Statements preparation
- Internal/External Reporting
- Microsoft applications

Technical Skills

- High level of proficiency in Microsoft Excel.
- Independent research skills.
- Audit Skills.
- Bank Reconciliation.
- Accounting and bookkeeping principles.
- Creating and Developing internal controls.
- Analytical skills.
- Forecasting and budgeting skills.

Management Skills

- Good skills in working with others and in all levels.
- Excellent problem-solving skills.
- Good management and leadership skills.
- Ability to work effectively in diverse, virtual, and multi-cultural environments.
- Excellent interpersonal skills.
- Manage priorities.
- Very good ability in formatting, reviewing, and writing reports.

Languages

- Arabic: native. English: proficient.

Work Experience

Serve as acting accounting manager in accounting manager annual leave or when he is on training.

Organization: Jannah Hunt Oil Company – Yemen **Date:** June - 2013 – present

Position: Accounting Supervisor

Reporting to: Accounting Manager

- Supervising a team of three senior accountants in Account Receivables, General Ledger, and Inventory Management sections as well as one junior accountant in Record Retention.
- Managing and participating in month-end close and supervising closing monthly activities for Account Receivables, General Ledger, and Inventory Management sections.
- Assisting and participating in the Work Program & Budget preparation and participating in budget meetings.
- Controlling Authorization for Expenditure (AFE) costs, comparing actual costs with budgets, and producing (AFE) monthly variance reports.
- Monitoring actual expenditure against budget and sending periodic reports to Management.
- Reviewing and approving monthly GL entries and monthly AR, GL, and IM sections closing.
- Reviewing and approving monthly reconciliations for AR, GL, and IM sections.
- Support periodical, quarterly and annual audits, internal and external by providing information and replying to audit queries.
- Analyze financial data for the purpose of providing necessary and timely information to the relevant 'decision maker'.
- Review Statement of Expenditures (SOE) based on PSA and Joint Operating Agreements (JOA).
- Ensure the application of accounting policies and procedures of the company.
- Check the progress of accounting and financial objectives.
- Supervise the inventory reconciliations.
- Ensure that all accounting deadlines are met.

Organization: Jannah Hunt Oil Company – Yemen

Date: November 2008 - May 2013

Position: Senior Accountant: AR, Fixed Assets & Reporting

Reporting to: Accounting Supervisor

- Leading a team of one a accountants in Account Receivables and one junior accountant in Record Retention.
- Review AR monthly reconciliations for unbilled and billed accounts.
- Review and approve monthly AR closing activities and year-end closing.
- Review Fixed Assets monthly reconciliations.
- Maintain and control AFEs costs with their budgets and produce Authorization for Expenditure (AFE) reports monthly.
- Review and approve Fixed Assets monthly closing activities and year-end closing.
- Supervise the assets ledger and register.
- Prepare key co-venturer partners reports such as Joint Interest Billing (JIB), Entitlements Report and Partners Cash Call Report.
- Calculate revenues for all co-venturer partners.
- Review and process all vendors invoices, and match them against contracts and P.O.s.
- Assist in preparing Work Program and Budget and participate in budget meetings.
- Prepare responses to external auditors' inquiries.
- Assist and participate in year-end closing activities.