

al Alamiyah

Electronics Co. (W.L.L.)



العالمية

للإلكترونيات (ذ.م.م)

To whom it may concern

This is to certify that Mr. **Mohammed Saeed Al-Mouallem** is in the employment of the company in the position of **Finance Manager and Accounts Manager** from December 15, 1993 until to-date. His duties and responsibilities are as under:

- Leads and control Finance and accounts team in company head office (Riyadh) & branches (Jeddah and Khobar).
- Provide the management with annual and monthly financial reports.
- Prepare group consolidated financial statement and balance sheet for year end reporting.
- Prepare monthly and annual cash flow projections based on company operational plans.
- Monitor and control operational provisions to meet purposes reserved for.
- Design and development of company financial reports including profit and loss accounts.
- Audit and follow up of company credit facilities against receivable statements.
- Assist the management in company budgeting process.
- Provide the management and Executive committee with the needed reports, tools and financial analysis to support management critical decisions.
- Provide senior management with evaluation reports indicating business achieved versus budget and pin pointing variances when needed.
- Manage and control company financial facilities including letter of credits, letter of guarantees, promising notes and others.
- Follow up stock movement and implement company policies regarding stock reduction when needed.
- Supervise and participate in product costing for foreign purchases and ensue it is properly entered in company stock.

During his association with the company, he is performing his responsibilities with dedication and zeal. He is fully cooperative with his colleagues.

Riyadh 24/07/2006



الغرفة التجارية الصناعية بالرياض
التوقيع مطابق دون أدنى مسئولية عن محتويات الوثيقة
الشركة العالمية للإلكترونيات
٢٠٠٦ - ٧ - ٢٤
معاملة مبنية على
١١١٤



Administration Manager
Al Alamiyah Electronics Co.

1293243B

Capital SAR 12,000,000

Head Office

RIYADH

C.R. 101086028

P.O. Box 12511, Jeddah 21511

Tel: 011 4770194

Fax: 011 4770194

P.O. Box 12511, Jeddah 21511

Kingdom of Saudi Arabia

Branches

JEDDAH

C.R. 101086028

P.O. Box 12511, Jeddah 21511

Tel: 011 4770194

Fax: 011 4770194

P.O. Box 12511, Jeddah 21511

AL KHOBAR

C.R. 101086028

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الإدارة الرئيسية

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