Zakiya

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**Career profile**

* *A detail oriented professional with excellent knowledge of accounts possesses rich experience of 7+ years of experience in financial planning, analysis and accounting principles.*
* *Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.*
* *Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.*
* *Innovator with creative skills and and experience to improve overall business processes.*
* *I have been working as Accountant since Jan-2014 in Water & Life Agriculture LLC,Barka Oman.*
* *And I have 4 years (Sep 2006 – Mar 2010 ) worked experience as Receptionist & Documents Controller cum accountant of Tawoos Agricultural Systems LLC*
* *And 4 years (Mar 2010 – Jan 2014) worked experience as Assistant Pack House & logistics Manager of Tawoos Agricultural Systems LLC Barka, Oman*
* *(*Total 10 years of experience in various angels of Administration, Management ,finance and accounting in Oman)

***EDUCATION:-***

May 2013 – Jun 2015 Oman College of Management & Barka, Oman

 Technology

 **Diploma in Accounting, GPA 3.06**

May 2013 – Jul 2013 Oman College of Management & Barka, Oman

 Technology

 Foundation of Diploma in Accounting GPA 90.80

Sep 2004 – Jul 2005 Al-Amal Secondary School Barka, Oman

 Secondary school Certificate, GPA 72%

***OTHER CERTIFICATES:-***

2014 Green House & Crops Management Innogreen & Alliance Green House

 Crops Consultants, Oman

**2014 PHM & MFV (Post Harvest Kerala Agriculture University,**

 **Management &Marketing of India**

 **Fruits and Vegetables**

2014 Basic Food Hygiene Training Atyab Foodtech LLC, Oman

 Course

2014 ISO 22000 Orientation Training Atyab Foodtech LLC, Oman

 Course

**2003 Administrative, IT, Keyboard Skills British Council Oman, Oman**

2003 English for the work place British Council Oman, Oman

**2001 Accounts Al-Omani Institute for Vocational**

 **Training, Oman**

***IT SKILLS:-***

 Windows & Office Tools

* Microsoft Expert
* E-PLUS, ERP and FOCUS6 Advanced

­­­­­­­­­­­***LANGUAGES:-***

* Arabic Expert
* English Fluent

***WORK EXPERIENCE:***

1. **Jan 2014 – Present: Water & Life Agriculture LLC Barka, Oman**

**Accountant:**

* 1. Preparing and analyzing accounting records and financial statements reports.
	2. Analyze business operations, trends, costs, revenues , financial commitments , and obligations, to projects future revenues and expenses or to provide advice.
	3. Preparing periodic reports to compare budgeted costs to actual costs.
	4. Reconcile expenditure & revenue accounts
	5. Make wire transfer, journal funding transfers and reconcile monthly bank statements.
	6. Monitor revenues and expenditure, ensuring data recorded in the company’s financial accounting system.
	7. Calculate and prepare reimbursement billings and tracks receivables; reconcile monthly accounts receivable.
	8. Registering /booking of all incoming invoices
	9. Recording sales invoices and purchases.
	10. Follow up with customers and suppliers for payment and receipts.
	11. Managing petty cash, depositing cash/cheque collection in the bank.
	12. Updating suppliers and customers statements.
	13. Preparing bank reconciliations.
	14. Recording payment vouchers.
	15. Keeping up filing system for all types of invoices. Assist finance manager payroll process and audit process.
	16. Finalize the day’s balance and prepare and print management reports.
	17. Review vendor invoices, debit notes, intercompany invoices, travel expenses and approve them for posting and advise any variances to the user to correct
	18. Prepare posting/web forms for key accounting transactions handled by NBS
	19. Timely rising of debit notes/ICO –Forms with related documentation.
	20. Prepare payment requests for the various suppliers in line with set policies and procedures.
	21. Prepare OPC related general ledger reconciliation on a monthly basis and follow up on clearance of reconciling items.
	22. Perform monthly /quarterly/annual closing through the company’s ERP systems.
	23. Participate in the establishment of Trial Balance, P&L Account and Balance Sheet of OPC.
	24. Prepare selling price calculations.
	25. Keep up –to-date filing of all accounting documents.
	26. Maintain the chart of accounts-up-to-date in respect of the various coding.
	27. Prepare /review bank reconciliation
	28. Ensure proper recording and existence of Fixed Assets through maintenance of Fixed Assets Register/ reconciliation with General Ledger and physical verification.
	29. Working with tax consultant on finalizing the tax return.
	30. Managing & update venders master data.
	31. Valuation of company assets and liabilities.
1. **Mar 2010 – Jan 2014: Tawoos Agricultural Systems LLC Barka, Oman**

**Assistant Pack House & Logistics Manager:**

* 1. Coordinate pack house operations (grading, processing, post-harvest treatment, cold storage, dispatch and all developments in the pack house).
	2. Stock management in close liaison with sales team towards meeting periodical demands in full support of the logistics involved.
	3. Manage / supervise preparation, maintenance and evaluation for approvals of reports.
	4. Adherence to customer specifications, technical compliance and to various internal / external audit standards.
	5. Labor administration (managing pack house labor force (including Omani ladies ensuring good staffing levels, leave administration, employee grievance handling administration of disciplinary procedures to enhance good industrial relations).
	6. Recruiting Omani packing ladies seasonally.
	7. Guiding line leaders and supervisors on the daily planning of orders, stock management and reconciliation and ensuring maximization of crop natural profile to equivalent sales.
	8. Preparation and controlling pack house budget for all items required in the pack house for proper cost control, and ensuring minimum waste of resources in all processes.
	9. Productivity monitoring, evaluation (e.g. hourly efficiency monitoring, review of targets motivating of employees) for continuous improvement.
	10. Compliance to occupational health and safety.
	11. Training coaching, mentoring and motivating employees to enhance performance in their duties.
	12. Schedule maintenance of pack house equipment and facilities and advising of on procurement of machines.
	13. Inventory, material handling and ware house management.
1. **Sep 2006 – Mar 2010: Tawoos Agricultural Systems LLC Barka, Oman**

**Receptionist & Documents Controller cum Accountant:**

* 1. Monthly payroll of several hundred Omani women employees and foreign workers.
	2. Data entry of packed crops details in payroll system according to the piece rates.
	3. Preparing monthly and annual labor budget.
	4. Preparing sales report and forward all company managers
	5. Recruiting Omani ladies for seasonal jobs.
	6. Making invoices and delivery orders of sales.
	7. Document preparation for export orders.
	8. Receiving sales enquiries.
	9. Coordinate with logistics department for sales orders.
	10. Do documents for export and imports
	11. Make contract of Omani packing ladies for manpower.

12. Import and Export Management.
13. Phytosanitary document preparation

**Personal qualities**

* Strong analytical and problem solving skills.
* Unmatchable communication skills in written and verbal both.
* Honest, hardworking and career oriented.
* Capable of handling all work entrusted to me diligently.
* Self and well-motivated.
* Well disciplined.
* Highly trustworthy, discreet and ethical.