**ABDUL**

[**ABDUL.351402@2freemail.com**](mailto:ABDUL.351402@2freemail.com)

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| **Executive Digest**   * Competent **Finance & Accounts Management** professional with **13 Years’ experience** * Creative accountant equipped with a broad knowledge of concepts and strategies to yield the best possible financial outcomes. * Expert in handling funds, by identifying the needs and requirement of the organization, approaching complex situations and resolving the problems with maximum efficiency. * Excellent eye for detail, diligent knowledge of accounting regulations. * **Adept at Accounts Management & Control, Fund Planning & Management, Costing, Auditing, Commercial Functions & Documentation** * Experience in planning and execution of meetings with banks. * Creative thinker and contributor towards achieving operational excellence. |
| **Functional Strengths**   |  |  |  | | --- | --- | --- | | * M.Com- Finance | * Auditing & Costing | * Account Reconciliation expert | | * Petty cash Management | * Finalization of Accounts Books | * Vendor & Customer account reconciliation | | * Analytical reasoning | * Customer account reconciliation | |
| **IT , Educational & Personal Strengths**   |  |  | | --- | --- | | * Knowledge and experience in **Oracle EBS** | * Fluent in * **Arabic** – Reading , Writing & Speaking * **English** – Reading , Writing & Speaking | | * **Al Ameen** (Arabic Accounting Software) | | * Proficiency in MS Office, Email | | * **Master of Commerce - Finance** – May 2001 | * **Bachelor of Commerce (B.Com)** – May 1997 | |
| **Organisational Experience**   |  |  | | --- | --- | | **Prime Food Marketing & Cold Storage Co. KSA** | **June'2003 to September' 2016** | | **Position : Chief Accountant** | | **Main Responsibilities :**   * Finalisation of P&L Accounts and Balance Sheet * Preparing all MIS related to Accounts and Finance functions and presenting before Operational Heads * Handling financial data report for the company’s financial system * Preparation of Bank Reconciliation and ensure that the open items is closed on a timely basis   **Other Responsibilities :**   1. **Suppliers / Vendors Payments and Reconciliation**     * Maintaining Supplier & Customer Master Data in Oracle    * Reconciliation of Supplier Ledger Accounts    * Direct deal with Local/Foreign Vender’s and resolve the disputes 2. **Accounts Payable & receivables**    * Preparing & maintaining all records pertaining to accounts receivables & payables    * Routine accounting entries of expenses, purchases, sales and receipts in accounting software    * Debtor's reconciliation and analysis of outstanding.    * Petty cash reconciliation    * Performing matching and coding of invoices and payable accounts as applicable 3. **Inventory Management**    * Conducting physical verification of inventory & cash    * Control of stock received and issued from stores.    * Creating Purchase Order and controlling purchase department    * Making estimates of new and proposed product costs 4. **Branch Reconciliation**     * Preparation Branch Reconciliation    * Investigate and resolve billing and account discrepancies. 5. **Payroll Management**     * Prepare Payroll entries during month ends    * EOS benefits and calculation for employees in all branches | | |  | | |
| **PERSONAL INFORMATION**   |  |  | | --- | --- | | **Date of Birth :** | 11th April, 1977 | | **Nationality :** | Indian | | **Gender :** | Male | | **Driving License :** | KSA & India | | **Area of Interest :**  **Visa Status :** | Accounting & Administration  Visiting | | **References :** | Available on request | |
| **DECLARATION**  Contributing positively to the organization through hard work and effective application of my knowledge and skills would be my primary objective, further more I would always look forward to uphold the highest possible human and business values. |