**ABDUL**

**ABDUL.351402@2freemail.com**

|  |
| --- |
| **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 & AdministrationVisiting |
| **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. |