**CURRICULAM VITAE**

**A s g h a r**

**ACCOUNTANT**

Nationality : Indian

Education : bachelor in commerce - b.com

Main Subjects: Finance and Accounting

EXPERIENCE: 10 years in Gulf



**Email**: **asghar.373140@2freemail.com**

**Nationality**: Indian

**NOW IN DUBAI ON VISIT VISA**

**Worked from 03/06/2005 to 02/10/2014 in Qatar as an Accountant.**

A confident and dynamic professional with almost 10 years of Gulf Experience. Seeking a challenging role with a reputed frontline organisation.

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**EMPLOYEMENT DETAILS:**

• Worked with **Khalid Bin Abdullah Al Mana Est. Doha, Qatar** as an **Accountant**(Transport, Trading and contracting)

• Total relevant gulf experience **10 Years. (10 years in Qatar)**

• From June-2005 to October- 2014 in Khalid Bin Abdullah Al Mana Est. Doha Qatar.

*Worked in small family business (GarmentShop) from June, 2015 to July,2017.* **JOB RESPONSIBILITIES:**

* Post and process journal entries to ensure all business transactions are recorded and keep their balance sheet updated.
* Prepared monthly invoices and update account receivable.
* Receiving and processing all invoices, expenses, forms, and request for payments.
* Check, Review, regular follow up of customer payments.
* Follow to customer for non payments, delayed payments and other irregularities of payments
* Reconcile of those customer invoice and details where payments are pending and delaying. Preparing Letter to them for payment, with attachment of reconcilable documents.
* Prepare analysis of accounts as requested or required.
* Administer accounts receivable and accounts payable.
* Review and process expenses reports.
* Prepares payments by verifying documentation, and request disbursements.
* Responsible, process and recording supplier's payments.
* Preparation of salaries over 800 people, working in different project.
* Payroll preparing and data gathering for advances, overtime, deductions, attendance and keeping records.
* Handling Petty cash and Responsible for Petty Cash transactions and each petty cash purchase approval, nature, recording into system.
* Maintain documents and update them as and when required. Our company in Qatar having different project in government sectors having the ability of multi tasking between multiple of projects and tasks of the company.
* Preparation of Annual leave settlement and Final settlement at the time of Annual leave and Final leave( Calculation of leave salary and gratuity )
* Review and making of operational documents (LPO, Cheques and payment listings)
* Tracking the pending documents through weekly progress reports etc.
* Cash and cheque deposit into bank ,maintain the records of bank deposits
* Responsible and maintain supplier's post dated cheques issued to suppliers.
* Responsible and maintain records into system and supplier's files (PDC List, Payment Vouchers)
* Responsible and maintain customer's post dated cheques and receipt vouchers.
* Assist with preparation and co ordination of the audit process.
* Assist Accounts manager and coordinate to external auditor at the time of final account, end of the year.
* Co-ordinate and assist Accounts Manager and external auditors and furnish them with required information and documents
* Substantiates financial transaction by auditing documents.
* .Maintaining accounting record, making copies, filing documents etc.
* Managing the office stationary and equipments.
* Other day to day work as requires by management.
* Producing information for management accounts.
* Any other duties and responsibilities as may be assigned by the management from time to time.
* Produces regular, agreed reports and documentation to enable effective analysis of organization.
* Undertakes any other duties as required.
* Role reports into the Accounts Manager.

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**ORGANIZATIONAL EXPOSURE**

Employer : Khalid Bin Abdullah Al Mana Est. Doha Qatar.

Designation : Accountant (Worked as an Accountant)

Company Profile : Transport, Trading and contracting

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**EDUCATIONAL QUALIFICATIONS**

• Bachelor in commerce (B.Com) from University of Burdwan, West Bengal, India in 1991.

• Higher secondary from West Bengal council of higher secondary education in 1988

• Madhayamik Pariksha (Matric) from West Bengal board of secondary education in 1985

**SUBJECTS IN B.COM**

**ACCOUNTING & FINANCE GROUP:**

Accountancy, Advance Accountancy & Banking Theory & Practice, Auditing.

**BUSINESS GROUP:**

Business Organisation, Business Law, Government in business.

**ECONOMICS GROUP:**

Economic Theory, Resources and Economic Planning, Economic Development of India.

**IT SKILLS :**

* Diploma in information systems management from Aptech.Durgapur, West Bengal.
* Computerized business application.(Aptech)
* Concept of information processing. .(Aptech)
* Diploma in office automation and internet operation from Progressive commercial institute (Computer Division), Andheri (W), Mumbai. (Especially in MS-WORD, MS-EXCEL, MS-POWERPOINT, INTERNET)
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**Personal Curricular:**

**Assets:**

* Demonstrated ability to easily grasp new ideas, concepts, methods and technologies..
* Good communication skills.
* Decision making skills.
* Good team player.
* Positive attitude and confidence.
* Ability to stretch my resource like time, energy and enthusiasm

**PERSONAL INFORMATION**

* Date of Birth : 17/10/1969
* Gender : Male
* Nationality : Indian
* Marital status : Married
* Languages Known: English, Hindi and Urdu.

**PASSPORT DETAILS**

* Date Of issue : 28- 01- 2015
* Date Of Expiry : 27 - 01 -2025

**VISA DETAILS**

* Long Term Visit Single Entry (90 Days)
* Date of Arrival in Dubai : 21/09/2017
* Date of Departure from Dubai : 16/12/2017

*I hereby declare that above information given by me is true to the best of my knowledge and belief.*

 *Asghar Imam*

Date :