

**NAME**

**Senior Accountant/Accountant**

Phone No: 123456789, whatsapp No +974 12345678

E-mail: YOUR EMAIL@MAILSERVR.com

City, state – County.

**Employment History (12+ years Experience)**

**Responsibilities**

* Prepares monthly statements by collecting data; analyzing and investigating variances; Summarizing data, information, and trends.
* Responds to financial inquiries by gathering, analyzing, summarizing, and interpreting data.
* Provides financial advice by studying operational issues; applying financial principles and practices; developing recommendations.
* Prepares special reports by studying variances; preparing budgets; developing forecasts.
* Prepare orders and special orders for sandals and shoes, communicate and coordinate across Italy Suppliers and companies.
* Collects and analyzes operational data from various Logistics information systems. Provides recommendations to improve efficiency of operations Identifies process improvements, and contributes to best practice documentation.
* Prepare import documentation and coordinate with suppliers items delivery time, location, transportation
* Prepare discard items reports and compare with PO, find order discrepancy and send debit note to Italy
* Prepare and Print Barcode for all items for new delivery, organize and store as per fast moving items
* Assist in coordinating the preparation of the draft audited financial statements and all tax returns.
* Coordinate the preparation of financial information in the corporate annual report.
* Recommend and report upon benchmarks against which to measure organizational performance.
* Calculate and issue financial and operating metrics.
* Assist in production of cash flow reports, annual budget, and forecasts.
* Calculate variances from the budget and report significant issues to management.
* Provide for a system of management cost reports.
* Provide financial analyses and models as needed, in particular for capital investments, pricing decisions, and contract negotiations.
* Prepare orders and special orders for Steel strip, communicate and coordinate across China Suppliers and Steel companies.

**Bachelor of Business Administration (BBA)** (Specialized in Accounting) TEXAS University

2007 - 2011

**Association of Chartered Certified Accountants (ACCA)**

Strategic Professional Level

**Diploma in Human Resource Management**

College OF

**Diploma in Business Management**

College OF

**Diploma in Procurement Management**

Udemy

Impact of Leadership Style of Managers’ on Employees’ Job Satisfaction. (With Special Reference to the Public Organization in Texas)

* Entrepreneur Challenges, the Nucleus Foundation in 2010.
* IELTS (British Council Doha)
* Become a project Manager
* Excel for Management Accounting
* Excel For Data Analysis and data Visualization

ERP, Peachtree, QuickBooks, MYOB, Accpac & Tally, MS Office Package (word, Excel, PowerPoint, Access, outlook SharePoint)Photoshop, PageMaker, Computer Hardware. MYSQL, SAP FICO, SAP Business One, SAP Crystal Reports. MS project

**Education:**

**Position: Senior Accountant**

**Company : xyz**

**Software System : QuickBooks 2020**

**Year 5/2021- 4/2022**



**Academic Research:**

**Training Programme:**

**Position: Senior Accountant**

**Company: ABD**

**Software System : QuickBooks Cloud**

**Year 5/2020- 3/2021**



**Software and IT Skills:**

**Position: Accountant (Accounts Payable)**

**Company: XYM**

**Software System : SAP ER2/FICO**

**Year 6/2019- 4/2020**

**Professional Skills:**



* Performs accurate and timely processing of vendor invoices, including resolution of issues with vendors (billing and payment discrepancies, missing invoices, refund requests, etc.).
* Reviews all invoices and other requests for payment to ensure validity and compliance with internal policies.
* Enters various data elements accurately into the accounting system related to vendor payment requests, including proper accounting codes and departments. Work with other members of the accounting team to determine proper scope of data for capture and entry (possibly identifying new fields of data to capture and more efficient ways to capture such data).
* Identifies opportunities to improve the company-wide process of engaging vendors as it relates to the submission of invoices.
* Reviews payment processes on a continuous basis and develops proposals for improved control and efficiency.
* Reviews, revises and implements corporate accounting policies related to vendor transactions and accrual of expenses.
* Prepare Financial Report (Income statement, statement of financial Position, Equity Changes statement, financial Ratio Analysis, Cash flow statement ,estimation, Budgeting & forecasting)
* Prepare project Account project wise (Estimate Project Cost, compare estimation and Actual project cost, prepare completion certificate, Prepare progress invoice (IPC and BOQ) and submit project report.
* Manage accounts receivables (Quotation, Receive PO or Make Project Agreement, Prepare project completion certificate, prepare progressive invoice or IPC, follow up, collect payment & prepare Reconciliation)
* Manage accounts payable (Enquiry, receive quotation, analysis, make PO, follow up PO, Receive Delivery note and compare with PO, confirm invoice, get approval, make payment & prepare Reconciliation)
* Manage Banking( CDC/PDC/Guarantee/Security Cheques and release them after appropriate approval, Daily Bank balance report, Apply and confirm LG and LC, prepare bank reconciliation)
* Manage Employees (Keep Employee Master file, assign employees different projects, prepare time sheet, issue time sheet to employees, collect and verify the time sheet, prepare payroll, convert to SIF file, upload the file as per WPS in online Bank, manage salary advance, manage employee loan, prepare and manage EOSB( gratuity), manage leave payment, Manage and prepare final settlement and manage ticket booking and payments.)
* Prepare Financial Report, Manage accounts receivables, Manage accounts payable, Manage Banking, Manage Employees.
* Prepare project Account and project schedule (Estimate Project Cost, compare estimation and Actual project cost, prepare completion certificate, Prepare progress invoice and submit project report.
* Financial Planning
* Financial Reports
* Budgeting and Forecasting
* Research & Analytical
* Prepare Tax Return for Audit
* Project Management
* KPI analysis
* Strategic Planning
* Risk Analysis
* Manage AP & AR
* QuickBooks 2016
* Cheque Printing Software
* PDF Editor and convertor
* MS Project 2013
* Camtasia for presentation and editing
* Qatar Driving License

English

Tamil

Hindi

Arabic

Malayalam

Nationality: INDIA

Age: 35

Gender: Male

Religion: Muslim

Marital Status: Married

PP/ID Expire Date: 25/11/2031

**Language:**

**Personal Details:**

**License & Software:**



**Position: Accountant**

**Company: BDS**

**Software System : QuickBooks Online**

**Year 5/2016- 6/2018**



**Position: Accountant**

**Company: ANS**

**Software System: QuickBooks 2016**

**Year 3/2013- 6/2019**