

NADIR SHAH

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Career Objective

Seeking a responsible and challenging career with growth oriented organization where my skills and abilities may contribute to the organization growth and profitability.

Professional Qualification

M.A Economics	2008	Federal Urdu University Karachi, Pakistan
B.Com	2005	University of Karachi, Pakistan

Academic Qualification

D.B.A	2002	Sindh Technical Board, Karachi Pakistan
Matric	1999	Board of Secondary Education, Karachi, Pakistan

Professional Experience

Company	ABV Rock Group Co. Ltd., Riyadh, K.S.A
Position	Accountant Treasury
Period	October, 2009 - Present

DUTIES AND RESPONSIBILITIES

1.0 Daily Routine:

- Receive bills for payment (BFP) payment orders, cash statements from Site and Accounting Department at CHO.
- Monitor and control due dates of BFPs and process payments by money transfer order (MTO) or cheques on due date.
- Update list of undelivered cheques on a day to day basis by adding approved cheques and deleting delivered cheques during the day.
- Book cheques delivered and MTOs with bank's validation of funds transfer.
- Send confirmation of funds transfer by fax generated from the system to suppliers and file the same to the suppliers file.
- Attach BFPs, MTOs, DVs and copies of cheques with the Account Posting Orders (APOs) generated by the system.
- Prepare daily liquidity report and daily cash position.

2.0 Prepare Bank Reconciliation Statements:

- Reconcile balances of various bank statements with the book balances.
- Investigate and clear all reconciling items and eventually record the same.
- Refer all problems concerning bank reconciliations to the Treasurer for appropriate action.
- File and control all bank reconciliation and bank statements.

3.0 Letters of Bank Guarantee and Letters of Credit:

- Maintain and update status report for letters of bank guarantees and letters of credit on a fortnightly basis.
- Monitor expiry dates of bank guarantees and letters of credit.
- Prepare covering memos for the status of guarantees and letters of credit to be sent to Finance Manager at site and copies to Vice President Finance, CHO, Procurement Manager and Project Control at site.
- Prepare letters of extension for bank guarantees and letters of credit that need extension of validity dates. Extension for letters of bank guarantee to be signed by the Treasurer, for letters of credit to be signed by any two (2) of the authorized bank signatories namely General Manager, Vice President-Finance, Treasurer and Finance Manager, CHO.
- Prepare letter of cancellation for guarantees that had already expired.
- Prepare application for opening new letter of credit and bank guarantees
- Reconfirm calculation of bank commissions and bank charges in opening L/Cs and guarantees.
- Book bank charges/commissions for L/Cs and guarantees.
- Maintain and control files of guarantees and L/Cs.
- Prepare faxes and correspondences for suppliers, related companies and others.
- Maintain and control files for released guarantees, correspondences pertaining to guarantees, L/Cs, incoming/outgoing memos, bank reconciliation statements and other documents.
- Coordinate with various persons to ensure smooth and orderly performance of the above mentioned duties and responsibilities.
- Act as a reliever of the Cashier when he is on leave.
- Act as a reliever of the Senior Accountant when he is on leave.
- Prepare and record treasury transactions through debit/credit advice.

- Monitor and update daily list of unpaid bill for payment.
- Transact business with the banks as required.
- Perform other jobs assigned from time to time by the Treasurer.

Computer Skills

- Proficient in Microsoft Office
- Proficient in Unix

Personal Information:

Date of Birth	:	November 01, 1982
Marital Status	:	Married
Gender	:	Male
Nationality	:	Pakistani
Iqama Status	:	Transferable
Sports	:	Cricket and Badminton
Languages	:	English and Urdu
References	:	Available on request