

# SAAD ZUBAIR

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## Sr. Accountant: Trade / FMCG / Retail & Manufacturing/Telecom

### Executive Summary

- Qualified accountant with 7 years of experience in core functions of accounting & Finance, drafting financial analysis reports, compliance & risk management towards accounting approach. In line with the organization mission and vision.
- Hold exposure of generating and presenting financial analysis reports for organizations LCC Middle East LLC Dubai, Multi brands for Trading Co. and Global Pharmaceuticals Pvt. Ltd.
- Demonstrated expertise in managing end-to-end procurement functions.
- Proficient in maintaining organizational effectiveness & efficiency
- Strong background in strategizing, building and implementing transformation framework and operating models with an aim to reduce cost.
- A pleasing personality with an analytical mindset capable of taking up challenging professional assignments.

### Key Skills

- |                      |                          |                    |
|----------------------|--------------------------|--------------------|
| ✦ Financial Analysis | ✦ Account Reconciliation | ✦ Bookkeeping      |
| ✦ ERP Systems        | ✦ Reports generation     | ✦ Documentation    |
| ✦ Team Oriented      | ✦ Highly Motivated       | ✦ Analytical skill |
| ✦ Internal Control   | ✦ Microsoft Dynamic AX   | ✦ Productive       |
| ✦ MS Office          | ✦ Negotiations           | ✦ Communication    |

## Professional Experience: 7 Years

### Currently working

Accountant – Account Receivables (Dec 2020 – till date)

Health Product Distribution Co. Derasphere, Jeddah, Saudi Arabia

#### **Major responsibilities:**

- Maintaining Accounts Receivables in Quick books software by posting all Invoices.
- Posts customer payments by recording cash, checks, and credit card transactions.
- Maintains records by Scanning invoices, debits, and credits.
- Updates receivables by totaling unpaid invoices.
- Posts customer payments by recording cash, checks, and credit card transactions.
- Summarizes receivables by maintaining invoice accounts, coordinating monthly transfer to accounts receivable account, verifying totals, preparing report.
- Managing & controlling the petty cash by entering all bills in the Quick books software and reconcile on a regular interval.
- Prepare the bank reconciliation statement on monthly basis.
- Prepare and submitting the VAT report on quarterly basis.
- Managing & Controlling the Inventory level in Office store.
- Bring Stock from main warehouse when ever needed.
- Checking the Inventory stock yearly to get reconcile with inventory data in Quick books software.

**Accountant (January 2020 – Nov 2020)**  
**Multi Brands for Trading Co. Ltd, Jeddah, Saudi Arabia**

**Major responsibilities:**

- Managing multiple departments' accounts.
- Responsible for the month-end closing of multiple departments and producing monthly financial statements
- Compile, prepare and analyze monthly account reconciliations
- Prepare monthly consolidated financial statements and produced elimination entries between inter/intra transactions
- Properly reconciled our statement of accounts with customer statement of accounts on monthly basis
- Accurately maintained & tracked all payables and receivables
- Maintain the petty cash.
- Investigate and resolve billing and account discrepancies
- Help with the production of marketing materials such as annual reports & fundraising brochures.

**Accountant (November 2018 – December 2019)**  
**Global Pharmaceuticals Pvt. Ltd. Sargodha, Pakistan**

**Major responsibilities:**

- Making Daily Account Summary and send it to head office audit department on daily basis along with supported documents.
- Making Monthly Account Summary and send it to head office audit department on 1st of every month along with supported documents.
- Reconciling Bank on daily basis and making sure that all the transactions are posted in DMS properly.
- Reconciling Branch ledger with Head office ledger and sending breakup of Branch payable to Head office on or before 6th of every month.
- Posting Journal entries in DMS (Data base Management System) accounting software on daily basis.
- Petty cash expenses maintenance within the limit on daily basis.
- Preparing and Maintaining Manual ledgers of Petty cash, Bank, Payable to H.O, Claims on daily basis.

**Accountant (September 2014 – June 2018)**  
**LCC Middle East FZ LLC Dubai, UAE**

**Major responsibilities:**

- Collecting projects and other data every month from the Iraq and Qatar offices.
- Implementing financial policies and procedures of the company and internal controls.
- Responsible for Monthly, Quarterly and Annual closing for RDF review.
- Responsible for maintaining projects gross margin trackers on monthly basis and reporting monthly project cost trackers, revenue summaries and overall results.
- Responsible for maintaining Profit & Loss account, Balance sheet on monthly basis and perform analytical with respect to variance b/w Actual, Forecasted and Budgeted Variances.
- Responsible for maintaining company fixed asset register including all company owned assets and their monthly financial charge such as depreciation, assets addition, assets disposal.
- Responsible for maintaining Accruals base accounting and ensuring that no extra accrual hit company P&L for the period.
- Establishing and maintaining accounts payable and receivable and their subsidiary ledgers.
- Assisting my Manager in MIS Variance analysis monthly & quarterly basis by preparing working file

by comparing previous months or Quarter costs with Current months or Quarter costs and calculating variances between different cost heads.

## Qualification

- **M.Com-** University of Sargodha, Sargodha, Pakistan ( **2010-2012**)  
**Major : Finance, Accounting, Economics**
- **B.Com-** University of Punjab, Lahore, Pakistan ( **2006-2008**)  
**Major : Accounting, Economics**
- **F.SC (Pre-Engineering)** - Army Public School and College Sargodha ( **2004-2006**)  
**Major : Physics, Chemistry, Math**
- **Matriculation** - FG Public school Sargodha ( **2002-2004**)  
**Major : Physics, Chemistry, Math**

### Certifications:

- **Microsoft Office management-** I-Mats College Sargodha
- **Peach Tree software-** I-Mats College Sargodha

## Personal Detail

- **Nationality:** Pakistani
- **DOB:** 01 Mar, 1988
- **Languages:** English, Urdu
- **Marital Status:** Married
- **Religion:** Islam
- **Hobbies & Interests:** Travelling, Sports
- **Iqama No:** 2485674515 (Transferable)