

SUHAIL NT

Senior Accountant

Halo Co. Ltd for Trading and Contr.



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PROFILE

An expert with accounting practices & admin with over total 5 years experience in Industrial Projects in KSA who is well aware about Trade Compliance, Prices, Costs, Agreements & Contracts.

A self-motivated and detail oriented professional with strong communication skills and the ability to perform under pressure and handle deadlines.

WORK EXPERIENCE

2017 - PRESENT

• SENIOR ACCOUNTANT

HALO CO. LTD FOR TRADING & CONTRACTING, KSA

HALO Company Limited for Trading & Construction has undertaken a wide range of contracts with Governmental Institutions, Public & Private Sector Clients meeting International Industry Standards of Specifications and Performance. The Company has the capability of tackling projects on turnkey basis in all Technical & Financial aspects right from their very early stages of conceptual design, thru to Procurement, Supply, Delivery, Execution, Start-Up, Testing & Commissioning & Hand-Over.

JOB DESCRIPTION

- Preparation of Balance Sheet & Income Statement.
- Maintaining Fixed Asset Accounting. Reconciling all Fixed asset accounts.
- Preparing accounts payable analysis & submission to higher level management regarding the due amounts.
- Raising of Invoices, purchase orders & processing of suppliers invoices & payments as per agreed timelines in service level agreements.
- Contacted & requested financial documentation
- Analyzed customer data such as financial statements to determine the level of risk involved for extending credit.
- Placed customer accounts on hold due to past due payments
- Minimized accounts receivable collections and reconciled customer billings & statements.
- Generate Invoice weekly through ERP system.
- Arrange and attach supporting documents to submit with Invoices.
- Submit Invoices by customer portal/email/courier representative.
- Circulate daily collection reports within the dept,sales and Projects team.
- Increased customer satisfaction by resolving Invoice disputes/issues.
- Segregation of cost of each project & maintain cost.
- Preparation of project reports

**JAN 2016 –
NOV 2017**

(2 Years)

- Pays employees by receiving & verifying expense reports and requests for advance; preparing checks.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Disburses petty cash by recording cash, checks and credit card transactions.
- Posts revenues by verifying and entering transactions.
- Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying total .
- Play a key role in monthly and annual inventory audits and cycle counts
- Preparing accruals for all payroll benefits and obligations on a monthly and annual basis.
- Interact with finance manager, internal & external auditors in completing audits
- Preparation of bank reconciliation on a monthly basis.

• **ACCOUNTANT**

MAJESTIC GROUP OF COMPANIES, KSA (HO: DUBAI)

JOB DESCRIPTION

- Verification of payments from bank statements.
- Sending sales & purchase reports to higher level management on a daily basis.
- Maintaining ledges and preparing bank reconciliation.
- Preparing monthly, quarterly annual fund accounts.
- Verifications of sales related entries & purchasing of items.
- Effective cash flow management.
- Computerization of accounts.
- Preparation of Trial balance, Profit and loss accounts and Balance Sheet.
- Presenting a true and fair view of the financial position of the Company by preparing consolidated financial statements viz Profit and loss account, Balance Sheet, Cash Flows and annual records.

**JUN 2013 –
JUL 2015**

(2 Years)

• **AUDIT ASSISTANT**

CA MEERA & ASSOCIATES, KERALA, INDIA

JOB DESCRIPTION

- Responsibility to assure the given data is from an authorized department.
- Computerization of accounts.
- Verification of receipts, payment vouchers, and bank reconciliations.
- Verify the document & invoices.
- Communicate with assigned authority.
- Preparation of Reports & Submissions to clients.
- Monitoring the execution of Malpractice & mistakes.
- Various assignments in the field of direct and indirect taxation such as Filing, Income Tax Return, Sales Tax Return, TDS Return and Service Tax Return.
- Statutory, Internal and Tax Audit of various organizations varying from proprietary concerns to small and medium companies and banks.

ACADEMICS

- **2015** • **MASTERS IN COMMERCE (M.Com)**
MADHURAI KAMRAJ UNIVERSITY
- **2013** • **BACHELORS IN COMMERCE (B.Com)**
UNIVERSITY OF MADRAS

TECHNICAL SKILLS

- Advanced Diploma in Manual and Computerized Accounting (ADMCA)
- Good in MS Office - Advanced in MS Excel
- Focus ERP Solutions
- Completed 100 hours of computer training as per ICAI rule
- Tally ERP 9
- Sun ERP solution for Gold

LANGUAGE SKILLS

English, Hindi, Malayalam, Tamil & Basic Arabic

PERSONAL DETAILS

Permanent Address	Nottithodi House
Nationality	Indian
Religion	Muslim
Date of Birth	23/02/1990
Marital Status	Married
Iqama Number	2400829954
Passport Number	L6983943