

# RESUME: ACCOUNTANT

NAME: SHABEER M.



Place: Mysore - India

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## TOTAL PROFESSIONAL EXPERIENCE - 15 year (10y Saudi & 5y Qatar)

### (1). M K AGROTECH PVT. LTD. (Sunpure Oil)\*

Location: Srirangapatna, India)

(June 2022 - Presently working)

**Job Role: Senior Accountant - Accounts Receivables)**

**Type of industry : (Edible oil refinery, produce & sales under Sunpure Brand)**

**Duties & responsibilities @ M K AGROTECH PVT LTD:**

- AR Receipt entries update daily in SAP & Excel file and maintaining sales ledger in excel
- Maintain & Recountile daily revenue accounts
- recouncilling customer SOA & and follow up for payments
- Track Payments receivables from variose companies & reconcile monthtly account receivables/outstanding.

### (2). Name of Company: Kentz Co. Ltd.

Location: Al Khobar, Saudi Arabia

(January 2012 - January 2022) (10 years)

**Job Role: Accountant (Project Accountant, AP & AR)**

**Type of Industry : (Oil & Gas) EPC - Engineering, Construction & Contractors**

**Duties & responsibilities @ Kentz Engg. / SNC Lavalin:**

- Create detailed journal entries and post them to the general ledger (GL) to track all income statements and expenses
- Maintain & Recountile daily Expenditure and revenue accounts
- Maintain variose payments vouchers files and update them in Accpac Sage300, Tally & Ledgers.
- Track Payments receivables from variose companies & reconcile monthtly account receivables/outstanding.
- Track the expenses & ensure all expenses are booked in the right manner
- Handle all accounts payable and receivable on a daily basis to make sure each invoice and expense report is accurate
- preparing monthly financial statements-(Ageings of AP/AR, cost, sales, revenue, v. advances, prepayments, retentions etc.,
- Facilitate internal Audit queries, monthly MIS & closure of books, participating in monthly & yearly closings activites
- Reconcile all AP / AR accounts to ensure our records match up and no transaction gets lost.
- Complies with tax filing requirements by studying regulations, adhering to requirements
- Responds to financial inquiries by gathering, analyzing, summarizing, and interpreting data
- Preparing cost report for NCWC (Non-cash working capital) TB, Trade creditors, advances, Retention & Revenue
- Payrole processing for project employees of 5000+ numbers, and settlements at End of service / EOC
- Perform monthly AP & AR general ledger reconciliations; Vendor Advances, retention & Ageings report Of AP & AR
- Review and processing payments of due cost invoices /advance/retention invoices
- Intercompany accounting; ledger, debit/credit notes issuing and reconciliation
- Enter financial data into computer software, making sure all bills and invoices are filed correctly
- Assist with audit requirements; and Other adhoc duties
- Preparing cost report for NCWC (Non-cash working capital) TB, Trade creditors, advances, Retention & Revenue
- Payrole processing for project employees of 5000+ numbers, and settlements at End of service / EOC
- Accounts Receivable (AR) Invoice bookings, issuing and AR Ledger updates, AR Ageing report generates
- GL entries & other adjustment necessary entries
- Follow up with vendors for accounts payable and keep in touch as needed for collections and ensure bills are paid on tim
- AS in AP team, participating in monthly closings & sucessfully completing entries by time and targets
- Ensuring all invoices timely recorded of all costs to projects including monthly project accruals
- Ensuring compliance with business management processes and internal audit requirements
- Accounting, Reporting Skills, Deadline-Oriented, Time Management, Attention to Detail,
- Confidentiality, PC Proficiency, Productivity, Verbal Communication, General Math Skills
- Protects organization's value by keeping information confidential.

### (3). Name of Company: Al Andalus

Location: Doha, Qatar

(May 2005 - November 2010) - (5y 6m.)

**Job Role: Accountant (centralized AP & AR)**

**Type of industry : Manufacturing: Ready Mix concrete & interlock, precast**

**Duties & responsibilities @ Al-Andalus Readymix & Cement :**

- AP cost invoice bookings, vendor payment processing and Ageing reports
- Sales invoice issuings, with support of PO and other doc. & booking in Oracle's (Pioneer ERP system)
- Bank reconciliation, deposits of cheques and LC prapings
- Intercompany accounts and necessary ledger entries
- Basic tax calculations, Tax reports and records providing for filings of TAX online
- Assist with audit requirements; and Other adhoc duties
- Payrole processing for 400+ numbers, and settlements at End of service / EOC
- Accounts Receivable (AR) Invoice bookings, issuing and AR Ledger updates, AR Ageing report generates

### (4). Name of Company: Thaj Industries:

Location: Mysore, India

(November 2010 - December 2011) (1y 1m.)

**Job Role: Accountant**

**Type of industry : Manufacturing of printed platic Bags for industrial products**

**Duties & responsibilities @ Thaj Industries:**

- AP cost invoice bookings, payment processing, Ageing reports in Tally ERP 07
- Sales invoice issuings, with support of PO and other doc. & booking in Tally ERP system
- Bank reconciliation, deposits of cheques and LC prapings
- Intercompany accounts and necessary ledger entries
- Basic tax calculations, Tax reports, Excise returns, VAT online filing & submitting to Auditors
- Payrole processing for 40+ numbers, and settlements
- Accounts Receivable (AR) Invoice bookings, issuing and AR Ledger updates, AR Ageing report prepares

**(5). Name of Company: Nabeel Industries****Location: Mysore, India****Job Role: Accountant cum supervisor****(March 2003 - November 2004) (1y 8m.)****Type of Industry : Manufacturing of Industrial Corrugated Printed Boxes, sheets & Rolls****Duties & responsibilities:**

- Sales invoice issuings, with support of PO and other doc. & booking in Tally ERP system
- Bank reconciliation, deposits of cheques and LC prapings
- Participating in all activities of AP, AR, PavRole. Tax filings reports and Audit requirements
- Basic tax calculations, Tax reports and Filing of Tax, reports to internal auditor for filings
- Assist with audit requirements; and Other adhoc duties
- Accounts Receivable (AR) Invoice bookings, AR Ledger updates, AR Ageing report generates
- Coordinates with production team, clients & arrange to supply the materials & transporting

**EDUCATION:****UNIVERSITY OF MYSORE****B.com - Accounting****Mysore, India****(November 1999 - March 2003)****MEMBERSHIP NO: 44850 (SOCPA)****(Saudi Organization for Certified Public Accountants)****SKILLS:**

- Talented, who can think, innovate, learn and tackle challenges with ease
- Ability to work, Adapt & evolve in a fast-paced environment
- Self-Motivated, hardworking and ready to give a commitment to be associated with the organization
- Proficiency in MicroSoft Office, advance excel, words, outlook, VLOOKUP, PIVOT TABLE
- Ageing reports of accounts payables and accounts receivables
- Making Appropriate entries in to the computer and daily ledgers.
- Knowledge of Accounts Payable (A/P), expense report processing, vendor payments, invoice bookings
- Accounts Receivables (A/R) experienced, ledger maintenings, invoice bookings
- ACCPAC Sage 300 Expert in import and export
- SAP - AR Module
- Oracl (Pioneer ERP)
- Tally ERP Expert
- Excel Advance experienced and well versed in Vlookup, Pivot etc
- Payrole processing and employees settlements

**About Kentz Company Limited (MNC): -****Onshore Modular Production Facilities****Power Projects & Services****Structural, Mechanical & Piping****Electrical & Instrumentation****Construction & Engineering****Contracting & contractors****Specialist EPC****Technical Support Services****Saudi Projects:**• **SABIC, HADEED**• **SABIC, KEEMYA**• **SABIC, BAROD**• **PORTS**• **MA'ADEN SULPHATE PROJECT**• **MADINA PROJECT ETC,****Personal Details****DATE OF BIRTH: January 1979****NETIVE: Mysore - India**

<b>Languages</b>	<b>Fluent</b>	<b>Good</b>
• English	<b>Read, Write, Speak</b>	-----
• Kannada	<b>Read, Speak</b>	<b>Writings</b>
• Hindi	<b>Speak, Read</b>	<b>Writings</b>
• Arabic	<b>Read, -----</b>	<b>Writings</b>