

ANSAR CHALIL

Mobile : 00966 57 135 4951

00966 53 088 2485

Email : ansar978848@gmail.com
Kerala, India

Objective:

To obtain a job that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

Qualification	-	Master of Business Administration 2012, Surya Group of Institution Anna University Pondicherry, Tamilnadu
Computer skills	-	Operating Systems : MS Windows. Office Application : MS Office (MS Excel, MS Word), Project Management Software : Expedition (Primavera). Accounting Software : Tally.

Recent Career History:

January 05, 2013 – October 04,2020:

Senior Accountant;

ALSAAD GENERAL CONTRACTING CO.LTD.

Jeddah, Saudi Arabia

Since Jan 2013 to Oct 2020 worked with Alsaad General Contracting Co.LTD.as an Senior Accountant with the responsibilities of,

- Finalization of monthly VAT report.
- Issuing of VAT invoices for sister companies for the support services
- Maintenance of records for payable and receivable reports frequently
- Assist in preparation of financial position
- Supervised junior accountants monitored their work on daily basis.
- Analyzed the company's expenditure and benefits
- Managing and coordinating monthly reporting, budgeting and forecast process.
- Preparation of debit notes and credit notes to the suppliers & sister companies
- Maintain the accounts payable and accounts receivables reports.
- Monitoring the payroll and cash flow.
- Periodically reviews all accounting guidelines , policies and procedures
- Provides complete, comprehensive reporting to all company managers, officers and directors
- Checking and Receiving of supplier invoices from procurement after getting the approval
- Record the received invoices within the deadlines
- Receiving and posting of petty cashes from various sites and prepare the payment accordingly

- Receiving and posting of employee settlements
- Prepare quarterly supplier reconciliation in coordination with suppliers
- Prepare quarterly employee settlement reconciliation in coordination with HR
- Prepare quarterly employee salary reconciliation in coordination with HR
- Preparing daily intercompany accounts transfer and coordinate with banks for the execution,
- Monthly basis bank reconciliation etc.

April 2012 – November 2012

Team Leader;

Blueberry Communication

Perinthalmanna, Kerala State,
India.

During this period, performed as a sales team leader with the responsibilities of:

- Manage and assign the area of operation of subordinates,
- Manage and control the team members,
- Preparing the daily sales report in coordination with the team members,
- Arrange motivational class to encourage team members,
- Collecting the feedback from the customer on daily basis, etc

I left the company in November 2012 when I got an opportunity in KSA as an Accountant.

Personal Attributes:

- Ability to work both independently and in team environment.
 - Eager to learn and apply new information and skills.
 - Encoding, typing and faxing.
 - Can work under pressure.
 - Know how to operate Windows (MS Power point, MS Excel and MS Word).
 - Maintain consistency in quality of work.
 - Time management and ability to process customer related queries.
 - Excellent written/spoken English and good communication skills.
-

Personal Profile:

Date of Birth : 02 November 1988.
Marital Status : Married.
Nationality : India.
Languages : Arabic, English, Hindi, Malayalam, Tamil.
Other : Possess valid Indian & Saudi Driving License.

I do hereby declare that the above mentioned information are true and correct to the best of my knowledge and belief.

Yours faithfully,

Ansar Chalil