

Qasim Ali Khan

ACCA MEMBER (UK)

Mobile No: +966545634753

Email: aliqasim973@gmail.com

Skype Name: evergreen6991

ADDRESS: Shumaisee, Riyadh



OBJECTIVE:

Looking for a challenging position in a highly competitive environment with a fast growing and dynamic organization offering opportunities to excel by continuously improving professional capabilities through learning, innovative thinking and utilizing my full potential.

SKILLS:

- In-depth knowledge of International Financial Reporting Standards (IFRS) and International Standards on Auditing (ISA).
- Outstanding Accounting knowledge and can handle accounts independently up to finalization. Excellent personal, communication and decision-making skills.
- Capable in preparing detailed qualitative and quantitative reports on a timely basis.
- Outstanding presentation skills and writing capability in English.
- Skilled at mentoring, motivating and inspiring junior members of the team.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem solving and results

WORK EXPERIENCE:

Nov 2020 until Now
Naqel Express
Senior Accountant
Job Descriptions:

- Dealing and providing all data to internal auditors
- Suggesting the improvement of process of Naqel Express
- Preparing, Reviewing and releasing the payments to vendors on daily basis.
- Preparing the daily cash position and monthly cash flow to management.
- Managing and releasing the employee advances and follow up with employees to close the advances.
- Preparing the Banks and payable reconciliations and closing it on weekly and monthly basis.
- Preparing the payable aging report and suggests management to release urgent payments.
- Dealing with the banks for loans management of Naqel express and solve any discrepancy.
- Estimating the budget for payable department and approve it from management.
- Dealing with vendors for any disputed services and payments.
- Reviewing and preparing the inventory reports on monthly basis.

05 Jun 2018 to 22 Sep 2020
Rabigh Power Company,
KSA Accountant
Job Descriptions:

- Dealing with customers and solving their queries in case of discrepancy.
- Supervise day-to-day activities of department and report to manager on weekly basis.
- Dealing with new vendors for proper contracts, which will be in best interest of RPC.
- Computing and filing tax returns for RPC as per latest tax laws of Saudi Arabia.
- Preparing the Payable aging report and presenting it to senior management on weekly basis.
- Setting and evaluating the objectives of department on monthly basis.
- Maintaining accurate and complete Financials records for employees and vendors.
- Review the Payroll position and releasing Payroll to employees on monthly basis.
- Preparing payable reconciliation and presenting it to senior management on weekly basis.
- Dealing with Suppliers for any discrepancies regarding the disputed deliveries and payments.
- Reviewing and releasing payments to Customs authorities regarding custom duties for foreign purchases and shipments.
- Estimating the Budget for department and approve it from senior management and follow up the achievements of budget
- Invoicing the customers and ensuring the payment is received within the due date.
- Perform post completion audit of accounts on monthly basis.

**January 2016 till December
2017 Super Asia Agri (PVT)
LTD. Senior Accountant.
Job Descriptions:**

- Manage day-to-day financial transactions of the company.
- Trade Payables and Trade Receivables Management.
- Prepare ageing of accounts receivables and follow up of collections accordingly.
- Ensuring accurate and appropriate recording and analysis of revenues and expenses.
- Prepare bank reconciliation statement month-wise.
- Preparation of trial balance and financial statements in strongly IFRS dominated environment.
- Review entity's control procedures whilst assessing internal controls.
- Internal controls reviews and reports on improving internal control deficiencies
- Evaluate appropriate financial areas and records that could be examined.
- Monitor and review accounting and related system reports for accruals.

EDUCATIONAL PURSUIT:

- **ACCA Member** - Association of Chartered Certified Accountants (UK).
- Professional Ethics Module: ACCA (UK).
- **Intermediate** -BISE DG Khan, Pakistan.
- **Matriculation** - BISE DG Khan, Pakistan.

SOFTWARES SKILLS:

- SAP Software
- Microsoft Office Suite – Word, Excel, and PowerPoint.
- Power Accounting Software
- Microsoft Dynamics