

## **AMER MUSSARRAT HUSSAIN**

EDJA8219, As Suq district, Building no. 8219,  
10th street, Zip code 32242,  
Secondary no. 4512, Dammam  
**Contact:**+966 54 2375 250  
**Email:** amer\_mussarrat@yahoo.com

### **PROFESSIONAL EXPERIENCE**

#### **Abdulla Fouad Company-Logistics division 18-06-2019 till to date**

##### **Accountant**

- Vendors' invoices recording, ageing analysis, payment preparation, accounts reconciliation.
- Inter-group debit notes preparation and accounts settlement.
- Assist financial controller in month end closing.
- Preparation of monthly VAT supporting schedule to be submitted to internal audit.
- Prepared monthly bank reconciliations.
- Monitoring customers' outstanding balance by reviewing receivables ageing, follow up customers for payment, sending statement of accounts, enter receipts from customers in accounting system.
- Maintenance of petty cash.

#### **AbrajLaili Establishment for General Contracting, Dammam 01-09-2017 to 18-06-2019**

##### **Senior Accountant**

- Maintained General ledger.
- Checked and countersigned accounting entries, journal vouchers, invoices and supporting documents before entry in accounting system.
- Monitored bank balance, and online payment for expenses and suppliers, and prepared daily bank report.
- Prepared monthly bank reconciliation.
- Raised invoices, keep tracking of payments, issued receipts for rental payments.
- Monitored electricity, telephone bills and ensured payment on time.

#### **Abdul Rahman Ali-Al Turki Group, Dammam 07-10-2012 to 30-06-2017**

#### **-KAVATCO –Personal Protection Equipment and 10-09-2013 to 30-06-2017**

##### **HVAC equipment trading division**

##### **Accounts Executive**

- Made entries for expenses, payments in accounting software.
- Prepare sales invoices after receiving delivery notes from warehouse, and follow up timely submission of invoices to customers.
- Coordinated with sales team for timely collection of amounts due from customers.
- Prepared monthly payroll.
- Month end customers' accounts reconciliation.
- Recorded vendor invoices.
- Vendor accounts reconciliation.
- Prepared bank transfer forms, cheques for suppliers.
- Prepared of intergroup invoices.
- Reconciled intergroup accounts.
- Prepared daily bank report and monitored bank balance.
- Month end bank reconciliation.
- Maintained accounts related documentation.
- Maintained petty cash.

#### **-Construction Division 07-10-2012 to 09-09-2017**

##### **Accounts Payable Accountant**

- Maintain suppliers' ledger by receiving supplier invoices from procurement department, checking for accuracy according to purchase order and material received report, and entering invoices in the system by allocating to different cost centres/locations.

- Process suppliers' payments, monthly salary payments, vacation dues and end of service payments for employees, petty cash disbursement requests from various locations, and making accounting entries.
- Maintain documents and record for suppliers' invoices due dates for monthly payment budget.
- Suppliers' accounts reconciliation and resolve discrepancies.
- Assist senior accountant in month end bank reconciliation and closing process.

**Ali Ahmed Al-Ismael Trading Establishment, Dammam 01-01-2011 to 31-08-2012**

**Accountant**

- Maintained General ledger.
- Made necessary entries in system upon receiving of payment from customer and/or upon adjustments in outstanding balance.
- Processed payment for suppliers' invoices.
- Resolved/reconciled any discrepancy/dispute between customers' record and company record.
- Resolved any dispute/discrepancy between suppliers' record and company record.
- Prepared bank reconciliation statements of various bank accounts.
- Followed up customers for outstanding amounts.

**Vision Direct Marketing, Karachi, Pakistan 01-01-2007 to 30-11-2008**

**Assistant Accountant**

- Assisted Senior Accountant in the preparation of financial statements half yearly and annually.
- Prepared daily expenses report.
- Obtained expenses reports from various centers and review for reasonableness.
- Performed monthly bank reconciliations.
- Supervised and approved the preparation of payment/ receipt/journal vouchers.

**Riaz Ahmed, Saqib Gohar & Co. Chartered Accountants, Karachi, Pakistan**

**A member firm of Accountants Global Network International (AGN) 01-02-2005 to 30-06-2006**

**Audit Senior**

- Executed and completed audit engagements according to audit plans.
- Supervised, coached and developed junior auditors.
- Reviewed work of junior auditors.
- Submitted audit reports to audit managers.

**Hameed Chaudhri & Co. Chartered Accountants, Karachi, Pakistan 20-11-2002 to 20-02-2005**

**Audit Assistant/Semi Senior**

- Performed internal control and substantive testing on different head of accounts.
- Examined accounting documents, accounting entries, accounts ledgers.
- Proposed adjusting journal entries and discuss audit findings with clients.
- Identified and communicated accounting and auditing matters to seniors and managers.
- Documented audit procedures and cross reference work papers.

**United Shipping and Trading, Karachi, Pakistan 01-02-2001 to 31-10- 2002**

**Accounts Assistant**

- Handled and properly maintained accounting records, invoices, vouchers.
- Writing of payments/expenses/petty cash vouchers.
- Entered data into cash book, and ledger accounts.
- Maintained cheque receipt register.

**EDUCATION**

- Bachelor of Commerce from University of Karachi, Pakistan.
- ACCA finalist.(4 papers are remaining)