

M.A GAFFAR SAMEE

RIYADH, K.S.A

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Marital Status: Married



CAREER SUMMARY

A dynamic and performance-driven professional with more than 10 years of successful experience in leading manufacturing, trading & service organizations. A good track record of timely provision of financial and business information to the higher management and to facilitate them in making good business decisions.

Languages: Fluent in English, Urdu, Punjabi & Hindi | Basic Arabic

ACADEMIC EDUCATION & CERTIFICATE

MBA Finance	Osmania University , Hyderabad	2008
Bachelor of Commerce	Osmania University. Hyderabad	2006

CORE COMPETENCIES

- **Project/Job Cost & Benefit Analysis**
- **Budgetary forecasting development, control & variance analysis**
- **Vat implementation, quarterly vat return filing & Payment**
- **Facilitation of internal and external auditing procedures**
- In-depth understanding of accounting regulations, State Laws and GAAP Principles
- Reconcile Cash, Bank, Receivables, Payable, Inventory, GL Accounts and resolve Financial Discrepancies
- Adaptable, self-motivated, confident
- Pressure, time & team management
- **Fully focused on accuracy, detail, ethics, efficiency & effectiveness.**
- **Set the priorities, take quick & well decisions and apply them to meet the deadline**
- Implementing financial and credit controls system
- Proficient in using Quickbooks, Tally ERP 9, Peachtree and SQL base ERP Accounting Softwares
- Sound knowledge of MS Office (Word, Advanced Excel and Outlook)
- **Good organization & analytical skills**
- Excellent English communication, Mathematical & Interpersonal skills

PROFESSIONAL EXPERIENCES

ACCOUNTANT

DIESEL EQUIPMENT COMPANY

JUNE 2011 – PRESENT

Dahbashi group of companies deals with Heavy equipment spare parts sales and services like JCB, CAT, KOM and have subsidiary company **DIRECT ENERGY** deals with Traction batteries for forklift and chargers since 1985 with its headquarters in U.A.E

Key Responsibilities

- **Prepares revenue, expenses, asset, liability, and capital account entries by compiling and analyzing account information.**
- Manage and control Office, Operating & Capital Expenditure within the budget and as per financial forecast.
- Coordinate with Project Managers & Engineers regarding contract documents, change order, contract modifications, approvals, and any additional services relating to billing and finance-related issues.
- Maintain the billing folders for all projects, with all the appropriate documents, including expenses, consultant invoices, and monthly invoices, in accordance with standard procedures.
- Making the payments to vendors & subcontractors as per agreed terms after verification of documents, completed work, and approvals of management.
- **Ensuring compliance of VAT collection, review, consolidation, preparation & manually reconcile, Filing and payment of Quarterly VAT Returns.**
- **Analyze on Monthly Basis Profit & Loss account of all the Running Jobs/Projects.**
- Liaise with banks and carry out all banking transactions including Cash & Cheques depositing, updating PDC Schedule, Cheque Discounting, Credit Facilities, and Bank Guarantees.
- **Conducts monthly closing which includes prepayments, accruals, adjustments, provisions, bank reconciliation, financial reports, and validation of AR and AP accounts.**
- **Maintain a register of Fixed Assets purchases, disposal, depreciation, and write-offs.**
- Prepare accurate, timely & error-free Balance Sheet, Income & Cash Flow Statements following applicable IAS & IFRS on month, quarterly and year-end.
- Examines analyzes and interprets financial statements to provide insightful information and expectations to senior management to aid in short-term and long-term decision making.
- Liaisons and coordination with Internal and External Auditor in conducting Audit at Year-End and management in respect of their reports and observations.

PHOTON ENERGY SYSTEMS

MARCH 2008 TILL MAY2011

ACCOUNTANT GENERAL

- Prepare customer invoices, set payment terms, and send statements on monthly basis.
- Regularly follow the clients & pushing the sales team for receiving payments on time.
- Maintains customer confidence and protects operations by keeping financial information confidential and taking database backups.
- **Send purchases order to local & foreign suppliers and follow to customs clearance agents until the receipt of goods.**
- **Prepare documents for releasing goods from the Customs Authority.**
- Verify invoices to check the quantity, unit price, amount, and applicable federal taxes against the purchase order and receiving advice. Prepare Telex Transfer to Foreign Suppliers.
- **Controlling debtors/creditors, aging analysis, and reporting to management.**
- Planning & managing operational activities, daily petty cash, advance payments, and all reimbursement issues for staff, travel expenses, RTA Fines, vehicles license & insurance renewal, passing, repair & maintenance.
- New employee's registration & opening Bank Accounts, annual renewal of staff medical insurance, liaising with MOL for staff Visa Processing, Visa Cancellation & Final settlement in accordance with company policies and Law of UAE
- **Recording daily staff attendance, overtime, and Preparation & processing monthly payroll as per WPS.**
- Follow & reconcile all the Credit Cards/ Bank Loan Payments.
- Effectively manage the accounting team through respectful communication, clear expectations, relevant training, productive coaching, regular meetings, and appropriate performance management.