

Mohammad Imtiyaz Alam

Experience: **12 Years (Saudi Arabia & UAE and India)**

Educational Qualifications: **BCOM, MBA (Finance)**

Key Skills: **Balance Sheet Preparation, P & L, Time Sheet review, Payroll, Accounts Receivable, Accounts Payable, Bookkeeping, General Ledger, Intercompany, VAT, Bank Reconciliations, Payroll, MIS Report**

Mobile: **+966546194695**

Current location-**Riyadh KSA**

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Summary of Career

- Valuable experience in Time sheet Review, Payroll, Accounts receivable/Payable, Book keeping, Bank Reconciliation Statements (BRS), Balance sheet, budgeting, etc. associated with Creative Business Solution as **Senior Accountant**.
- Prepared trial balance, profit and loss statement, balance sheet, Cash flow statement and other reports to summarize current and projected company financial position.
- Adept in managing financial accounting, receivables & payables management, preparing ledger books, bank reconciliation statements, fund planning and finalization of accounts.
- Ensure VAT is correctly accounted for within the books of account and VAT control accounts
- Maintaining petty cash, processing reimbursement claims of staff, advance to staff, cash transaction and other day-to-day expenses, payment vouchers etc.
- Proficient at handling whole gamut of operations pertaining to General Administration, Management Accounting, Financial Reporting, etc.
- Maintain the LG and LC work for Creditors and Debtors.

Value Added Tax (VAT)

- Assist clients regarding registration of VAT and doing registration as well.
- Gather all the documents for VAT registration.
- Maintaining VAT payable and VAT receivable ledgers.
- Handling Vat input & output VAT
- Vat Return, Vat Audit, Vat Act

Major Roles in Various Organizations

- Senior Accountant (Creative Business Solution) Riyadh -Jan2022 to till now
- Senior Accountant (Tata Motor) India -3rd Dec 2020 to 15 Dec 2021
- Accountant (Saudi Manpower Solution Co) KSA -14 Feb 2014 to 30 Sep 2020
- Accountant (SASCO Air-conditioning Industry) UAE -June 2009 to July 2012
- Accountant (Roha Dyechem Pvt), India - Aug 2012 to Aug 2013
- Junior Accountant (Businessworld Magazine ABP) India -June 2008 to May 2009

Educational Qualifications

- Master in business Administration (Finance)- Jamia Hamdard University,India - 2008
- Bachelor Of Commerce (BCOM) – B.R Ambedkar Bihar University, India - 2005

Computer Skills/ Software Skills

- Computer Skills- Office package (Word, Excel, Access, PowerPoint, FrontPage and outlook)
- Software Skills-(Tally Prime (Gold) ,Microsoft Dynamic Ax 2012 , Focus RT, CRM (Microsoft)

Employment Records

Name of Institution: CBCL | Riyadh | Kingdom Of Saudi Arabia

Job position : Senior Accountant

Year : Jan 2022 to till now



- Supervise two or more staff persons and preparation of annual review.
- Manage ERP system attributes used to control Development Lifecycle reports.
- Develop, implement, and maintain construction management system, including setting up projects (jobs), budgets, job costs, cost codes, contracts, change orders, purchase orders, and various construction progress reports.
- Review and analyze capitalization of costs. Ensure compliance with policy.
- Manage process for proper coding of construction invoices (payment applications) and lien releases for contractor and vendor invoices. Maintain contract documents including records of lien releases in appropriate files.
- Analyze and review construction status with Project/Construction Managers. Direct and participate in cost analyses
- Prepare/gather materials related to construction and cost accounting matters for internal and external auditors.
- Coordinate/interface with cost accounting system software provider.
- Performing accounting duties throughout the project, such as preparing invoices, estimating cash flow, and signing off on purchase orders.
- Developing and maintaining strong relationships with vendors and suppliers.
- Collaborating with the project manager to develop a detailed, cost-effective budget for the project.
- Prepare accurate financial information with the help of inputs from the finance team on time.
- Ensure the integrity of accounting information by verifying, allocating, posting and entering transactions.
- Prepare error-free accounting reports and their results.
- Conduct account reconciliation regularly on a monthly or quarterly basis.
- Analyze the financial statements for any discrepancies and issues.
- Identify errors and take actions for improvement.
- Analyze intercompany transactions, bank statements and generate invoices.
- Review accounting systems and make suggestions for improvements.
- Manage bookkeepers and other accountants.
- Assist in the department's goal-setting process.
- Provide support in the month-end and year-end closing process.
- Provide support in Vat returns and tax audit.
- Plan and assign duties to staff members.
- Manage and maintain general ledgers.
- Reconcile accounts payable and receivable.
- Develop financial procedures to improve efficiency.

- Prepare and summarize all the transaction reports and financial status which includes a balance sheet, profit & loss statement.
- Present financial reports to higher management and Accountants.

Name of Institution: SMASCO | Riyadh | Kingdom Of Saudi Arabia

Job position : Accountant

Year : Feb 2014– September 2020



- Review Time sheet on the basis of contract of customer , and check salary , allowance , service charge advance payment , other deduction ,OT , End of service and GOSI.
- Preparing Invoice for customer and send to original invoice to them.
- Credit Note & Debit Note Details and provide adequate information about Invoice.
- For payment generated by various departments to ensure payments are on time.
- Timely performing the fund Flow and cash Flow.
- Execute bank reconciliations for multiple bank accounts.
- To produce timely and reliable management information reports on a monthly basis such as revenue and KPI reports, AR aging , ledger of account , BRS.
- Preparing, management & reconciliation of LCs and Bank Guarantees (BGs) facilities on monthly basis.
- Check collection clearing accounts and communicate with branch accountants for any discrepancy.
- Posting and processing journal entries of business transactions.
- Accounts Payable – purchase orders, payment approval, processing and recording.
- Review invoices for appropriate documentation prior to payment.
- Ensured input and timely payment of all vendor invoices.
- Reconcile vendor statements, research and correct discrepancies.
- Review and process expense reports.
- Disbursement of petty cash by recording entry.
- Create online bank transfer for making vendor payments. (Domestic)
- Ensures those suppliers invoices are paid against correct purchase orders and goods received voucher.
- Prepare journal entries and account reconciliations.
- Preparing and distributing the payment Cheques.ss
- Management and preparation of daily cash position report.
- Reporting: Preparation of P&L, Balance Sheets, Cash flow / Working Capital Reports.
- Responsible for the timely payment of all vendor liabilities.
- Maintains and updates the company's financial records monitored on a daily basis.
- Dealing with the preparation and submission of VAT returns on a monthly basis.

Name of Institution: SASCO | Abu Dhabi | UAE

Position : Accountant

Year : June 2009–July 2012.



- Summarizes current financial status by collecting information.
- Maintain all Customers Accounts and verify records of debtors and scrutinize outstanding payments.
- Accounts Receivable Invoice verification, handling and posting in appropriate Accounts.
- Receiving Cheques from Customers making receipt and posting in appropriate Accounts.
- Follow up closely on Customer's Accounts falling due.
- Accounts Payable Invoice verification, handling and posting in appropriate Accounts and preparing Cheques.

- Presenting Accounts Receivable and Payable Business Unit reports to Management.
- Monitors & Controls Cheques Such As Current Dated Cheque (CDC) & Post Dated Cheque (PDC).
- Maintain the PDC list & prepare Payment voucher on due date.
- Preparing Cash Flow & Fund Flow Statements.
- Prepare, examine, analyses accounting records, financial statements and other financial reports.
- Reconcile Bank Statements and all general ledgers accounts with cost and supporting documents.
- Making Invoices through supportive documents.
- Processing and Reconciliation of sub-contractor payments.
- Preparation of all accounts statements like Trial Balance, Profit & Loss Accountant.
- Maintaining Petty Cash and imprested funds liquidation for all the petty cash custodian.
- Maintain the LG and LC work for Creditors and Debtors.
- Determining Cost of Projects.
- Payroll Processing through WPS system.
- Handling Projects under Process and petty cash Related to them.
- Preparing balance sheet, profit and loss statement, Cash flow statement and other reports.
- Performs other related duties and responsibilities that may be assigned from time to time.
- Preparing General Ledger, Cash Book, Purchase Register, P & L Account.
- Credit Control Management: Following up with clients to ensure timely payment.
- Post and process journal entries to ensure all business transactions are recorded.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.

Personal Details

- Date of Birth : 26 Nov 1983
- Gender : Male
- Religion : Islam
- Nationality : Indian
- Marital Status : Married
- Language Known: English, Urdu, Hindi
- References : Join Immediately