



KAFIL AKHTAR SIDDIQUI

Seeking a challenging key position where I can utilize my competency & expertise to meet company objectives while simultaneously advancing my career

Experience

Aug 2008 – March 2009

Relationship Manager • First Line Manager • The Royal Bank of Scotland, Dubai

Dec 2009 – Present

Senior Accountant • First Line Manager • Ameco Travel & Tourism Agencies Co., KSA

Avid Reader, Fast Learner, Team Player, Time Bound, Result Oriented, believes in Brainstorming for Ideas before venturing into anything new

Education

- **Bachelor of Commerce** [Major in Management Accounting, Economics, Banking & Finance] Patna University, Bihar, India
- **PG Diploma in Management**, IME Sahibabad, India

Communication

My work requires me to be a dynamic communicator in order to constantly coordinate & make balance of accounting operations between the internal & the external customers

Leadership

My job requires me to lead by example- from examining Statement of Accounts to reconciliation to balance confirmation to error detection to remedy & final correction.

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Job Responsibilities

- Examine Statements to Ensure Accuracy
- Ensure That statements and records Comply with Laws and Regulations
- Compute Taxes Owed, prepare tax Returns, Ensure Prompt payment
- Inspect Account Books and Accounting System to keep Up to date
- Improve Business Efficiency where Money is Concerned
- Make best- Practices recommendations to management
- Suggest ways to reduce costs, enhance revenues and improve profits
- Provide auditing services for business and Individuals
- Organize and maintain Financial Records
- Take Responsibility for effective and efficient Accounting record processes
- Verify purchase order in order to release billing
- Coordinate with the sales staff to obtain Purchase order
- Coordinate with the sales staff for their Cash sale and deposit
- Check and analyze Vendor Invoice to Ensure it Recorded properly
- Make Monthly Plan and Prepare Payment for IATA (International Air Transport Association)
- Make Monthly Performance for each Sales Staff.
- Prepare fund Flow statement
- Prepare GOSI payment
- Preparing Check s and Money transfer application form
- Monitoring Bank Guaranty (for renewal/Amendments and new)
- Prepare Payment for telephone and Electricity
- Prepare Check for Offices Rent as per agreement
- Assist to prepare Age analysis
- Assist sales team to Prepare Sales Forecasting

References

[Available upon request.]