

# AL AMEEN SHAMSUDEEN



SAUDI ARABIA



## CAREER

I would like to highlight my intensive experience of 6 years & 5 months in the Finance and Accounting in various Institutions, Understanding various tasks and strategically completing the said tasks to completion. Organized, confident and motivated Customer centric personnel. Seeking a challenging position in an organization for the best utilization of my abilities. To work in a progressive environment with independence, innovative to do extremely well and grow with the Organization, that will serve as a proposal to learn and improve talent everywhere in my knowledge and skill. Communicates confidently and effectively at all levels and uses initiatives to meet the highest standards and to maximize return. Always striving to go the extra mile in order to achieve the set goal.



## EXPERIENCE



Ameen392@gmail.com



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**Clear vision Arabia  
Company Ltd**  
**ACCOUNTANT,**  
Saudi Arabia  
August -2020 TO  
PRESENT

### ACCOUNTANT

- Bookkeeping and Accounting on daily basis.
- VAT Implementation
- Accountant software -, TALLY
- Daily transaction recording, daily and monthly report submission.
- Monthly reconciliation, providing cheque to suppliers
- Billing for insurance company
- Tracking for payment and collection
- Invoicing and purchasing entries.

**ABV Rock Group  
Co. Ltd**

**Assistant  
ACCOUNTANT,**  
Jeddah , Saudi  
Arabia  
April -2017 TO  
August -2020

### ACCOUNTANT

- Responsible for the all Cost Control activities in Plant & Service Department.
- Record and Report progress in quantitative terms for planning of Cost Control purposes.
- Monitor and follow up cost against Budget for Materials, Equipment & Sub-Contractors.
- Handling of all Job Requests i.e. Registration, Encoding and Closing in MIC System.
- Preparation of APO (Account Posting Order) for the Transaction of Materials and Man-Hours charges.
- Transaction of Rebar's Monthly Charges in MIC and maintain the proper record for Civil Works Department.
- Updating of Vehicles and Equipment Reports in MIC system.
- Monitoring of Crusher Plant production volumes i.e. Backfilling Materials At, Aggregate Base Course, Granular, Pipe Bedding, Gravel and Charge it to user account on monthly basis.
- Monitoring of Monthly Rental Cost for the vehicles, equipment and power tools for charging to user's account.
- Monitoring of Daily and Monthly Manpower Breakdown for Plant & Services Employees.
- Progress Reports on outstanding jobs going through the Job Request system.
- Preparation of Purchase Request & Material Request as per Department requirements.
- Ensuring the safekeeping of confidential Documents and Materials.
- Coordination with Procurement Department for the follow-up of Requested Materials
- Responsible to resolve all the Cost Control issues with Finance Department and Project Control whenever needed.
- Coordination with all Department/Section Administrators for the Job Requests and other related issues.
- Inspection of Maintenance crew time to time, work on Job Requests at different locations for the accurate record of their man-hours.
- Verify Departmental work instructions, procedure and advice on issued instructions to subordinates for record keeping and ensure that reports comply with the Project Quality System.
- Establish and promote job training for the new employees for improving work competence and proficiency.
- Administrate subordinates within Plant & Service Department (where applicable) in accordance to procedure

## SKILLS

### TALLY



### UNIX



### MS OFFICE



### E-Commerce



### HTML&HQL



### TEAM WORK



**AL YAMAMA**  
**DISTRIBUTORS**  
**Accountant**

Kerala, IND

March-2014 to  
April-2017

**ACCOUNTANT**

- Maintain up-to-date billing system
- Follow up, collection and allocation of payments
- Reconcile all clients' accounts
- Monitor customer details for non-payments , delayed payments and other irregularities
- Maintain Accounts receivables customer files
- Follow established procedures for processing receipts, cash etc.
- Preparing bank deposits
- Organize recovery system and initiate collection efforts
- Communicate with customers via phone, email ,mail or personally
- Maintain relevant records of Sales, Purchases, Supplier, Bank and Stock transactions
- Handle all other relevant statements pertains to accounts and finance department.
- . Maintain up-to-date billing system
- Follow up, collection and allocation of payments
- Reconcile all clients' accounts
- Monitor customer details for non-payments , delayed payments and other irregularities
- Maintain Accounts receivables customer files
- Follow established procedures for processing receipts, cash etc.



**PERSONAL  
SKILLS**

**ORGANISATION**



**COMMUNICATION**



**TIME MANAGEMENT**



**COMMITMENT**



**PROBLEM SOLVING**



**EDUCATION**

**UNIVERSITY**  
**DEGREE**

KERALA, IND

**BACHELOR OF COMMERCE**

Area of Expertise: Listening And Speaking Skills, Hindi, Environmental Studies, Methodology And Perspectives Of Business Education, Principles Of Management, Managerial Economics Modern English Grammar And Usage, Poetry, Translation, Technical Terminology And Communication, Informatics For Business Studies, Business Communication And Management Information, Financial Accounting, Business Regulatory Frame Work

**OTHER INFO**



**DOB** : SEPTEMBER 16<sup>TH</sup> 1992

**GENDER** : MALE

**NATIONALITY** : INDIAN

**MARITAL STATUS** : SINGLE

**LANGUAGES KNOWN** : ENGLISH, HINDI, MALAYALAM,  
TAMIL, ARAB

**PASSPORT NO** : K 6567334



**DECLARATION**

*I hereby certify that the above particulars are true and accurate to the best of my knowledge. Assuring you that I would perform & deliver to the best and beyond my ability and will meet all corporate goals keeping in the top of my mind to delight our customers in every possible way.*

*Best Regards,*  
**AL AMEEN SHAMSUDEEN**