

# Imran Ashraf

## Chief Accountant

(SOCPA Associate Member # 45454)

Transferable Iqama

(Riyadh)



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## Professional Summary

I have 10 years of professional experience. Extensive knowledge of accounting & finance and process with accounting software's with ERP & Oracle system. Skilled in regulatory reporting and accounting operations.

## Education

### Bachelor in Accounting & Finance

January-2009

Nicon College

Islamabad, Pakistan

### Master in Accounting & Finance

September-2011

Virtual University

Lahore, Pakistan

## Key Area

- Manage and oversee the entire accounting team
- Supervising the routine accounting task in the department on day-to-day basis.
- Supervising ensures an accurate and timely monthly, quarterly and year end closing
- Supervise Suppliers & Clients Balances
- Financial statements (Income statement, Balance sheet, Cash flow)
- Budgeting & Forecasting
- Direct internal and external audits quarterly & yearly and closes process
- Financial Analysis & Reporting
- Fixed Asset Management
- Supervise branch accounting transactions
- Handle L/C, RLC, L/G, Refinancing from Banks and coordinate with banks
- Review VAT output & Input report for return & fulfill corporate requirement

## Achievements



**Certificates/ Training** : VAT Implementation (Saudi Arabia) Certificate, Certificate of Finance, Certificate of Cost Accountant

**Accounting Software's** : SAP (fico), QuickBooks, Briton (Oracle), Visual Dolphin (ERP)

**Other Software's** : MS Office advanced

**Languages** : English (Fluent), Arabic (Professional), Urdu (Native)

## Experience



**Al-Arabia  
Signworld**

**Saudi Arabia  
2020  
To  
Present**

### **Chief Accountant**

- Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy and finalizing the accounts
- Handle complete books of accounts independently up to finalization
- Supervising & Controlling Payable work and all types of payments
- Supervising & Controlling Accounts Receivables, Issue invoices and credit control
- Manage day to day Projects Accounting
- Interfaced routinely with Human Resources on employee benefits issues (deductions, worker's compensation, and vacation, retirement payments to ensure timely and accurate processing
- Review and recommend changes to existing accounting procedures.
- Posting and processing journal entries to ensure all business transactions are Recorded



**ASTRA**

**Construction  
Saudi Arabia**

**2012  
To  
2020**

### **Senior Accountant**

- Interfaced routinely with Human Resources on employee benefits issues (deductions, workers compensation, and vacation, retirement payments to ensure timely and accurate processing
- Monitor all general ledgers accounts together with costing efforts and its supporting transaction documents
- Perform asset valuation and depreciation accounting
- Listing of company assets along with asset coding for future verification and assets movement controls
- Conduct monthly reconciliations of Goods and Invoices received
- Recorded all the company expenses and continuously monitored them
- Perform payable functions of accounts related to construction expenses
- Verifying, and reconciling of GL (month-end, adjustments, reclassification, and accruals)



**Agro  
Industries**

**Pakistan  
2011  
To**

### **Financial Accountant**

- Verifying and reconciling the Prepaid Expenses, Accrued Expenses, Deferred Revenue, Assets a/c depreciation & amortization
- Prepare weekly cash inflow and outflow analysis
- Reconcile the Customers a/c and supplier a/c according to GL
- Bank reconciliation monthly
- Review and checked Payroll
- Variance Analysis for current and past operational expenses for past & future trend
- Generates variation reports of current financial performance against budgets
- Sales verification and sales analysis to have insight for the best-selling items with regards to sales volume and margin
- Setting up the Inventory controls, stock movement and month end stock



## Personality

Team Player	●●●●●●●●●●	Efficiency	●●●●●●●●●●
Communication	●●●●●●●●●●	Creativity	●●●●●●●●●●
Management	●●●●●●●●●●	Planning	●●●●●●●●●●



## Personal Details

Sex : Male  
 Marital status : Married  
 Religion : Islam  
 Date of Birth : 07/Feb/1986  
 Nationality : Pakistani  
 Driving License: Saudi Arabia



## References

Available upon request