

Shihabudeen Pullot

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Career Objective:

Seeking a challenging position in Accounts/Finance in a progressive organization offering opportunities for professional growth and personal development

Skills

- Excellent communication skill.
- Very Good planner.
- Team Management.
- Very Good learner.
- Very Good Motivator
- Excellent presentation skill
- Ability to work in diverse & multicultural environment.
- Strong MS Excel and computerized accounting skill
- Enjoy problem solving
- End user of accounting software like GP Dynamics & SAP, Focus.

Professional Career:

July, 2016 To Date

**Branch Accountant & Receivable Accountant -(SAP User)
Arrow Food Distribution Co. FMCG - KSA.**

Currently I am working as a **Branch Accountant**
in Arrow Food Distribution Co.

Job Descriptions

My major responsibilities are

- Responsible for accounting process and tasks (General Ledger, Accounts Receivables, Accounts payables, Fixed Assets, Intercompany Transactions, Account Reconciliation, Open item management)
- AR & AP review periodically and report discrepancies
- Preparation and presentation of monthly and quarterly, yearly financial statements (P&L, Balance sheet, cash flow statement)
- Manage the daily cash transaction
- Preparing daily collection report and reporting to FM on daily basis
- Preparing Bank reconciliation statements
- Submission of weekly report (sales, collection, ageing, stock in hand and transit, cash& bank) to FM
- Monthly expense comparison
- Analyze revenue and expenditure trends and recommend appropriate budget levels and ensure expenditure control skills
- Responsible for month closing and year closing process (Accruals, month closing schedules)

- Submission of MIS report on monthly basis
- Arranging weekly meeting with sales team for weekly review (Ageing & sales review, reporting company policy & Procedure)
- Payroll processing
- Ensure all payments to suppliers and employees, other external parties are made according to company policy
- Local purchase monitoring
- Processing bank payments (Bayan payments, Rent, Electricity)
- Preparing monthly Bayan report
- Tax computation and return
- Vat filing
- Preparation of Trail balance & necessary ledgers for final Auditing
- Submit audit documents for internal and external
- Preparing weekly GP report
- Posting customer returns & invoice returns.
- Clearing issues on collection & payments.
- Arranging internal adjustment entries.
- Cash van collection monitoring
- Ensuring that invoices are correctly & timely sent to customers.
- Responsible for daily posting of customer's collection and other necessary journal entries.
- Monitoring branch operations (warehouse operations)
- Responsible for allocation of customer's payments.
- Issue monthly customer statement of accounts.
- Continuous follow up of payment via emails, telephone etc.
- Coordinate with sales team effectively to solve customer's disputes.
- Responsible to take monthly inventory of cash vans.
- Provide information to the management on critical cases.
- Reconciliation of petty cash monthly basis.
- Coordinate yearly inventory on branch level.
- Ensure that branch daily operations are in accordance with company policy & Procedure.
- Liaison with internal and external auditors & bank and other regulatory agencies

Associate member of:

Saudi Organization for Certified Public Accountants (SOCPA)

Academics

Sep 2010-2013:

**Bachelor of Commerce
University of Calicut, Kerla,India**

Computer Skills:

MS Office (MS Word MS Excel, MS Power Point, Emailing on different software (Outlook)
Accounting Software's like **SAP & GP Dynamics,Focus.**