

Curriculum - Vitae

Shajad Ali

(Bachelor in Accounting & Finance, CA Intermediate)

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Profile Synopsis ■ ■

Core Competencies and Strengths

- Gained 14+ years' experience in diversified Industry
- Versed with ERP (Oracle, MS Dynamics, Odoo, Quick book)
- Financial Statement
- Finance & Accounts
- Banking and Treasury activities
- Adroit of Fixed Asset & Internal/External Auditor
- Bank/Intercompany/Vendors reconciliation
- Extensive Accounting, Finance & Audit experience
- Reconciliation/Cash & Account Management
- Financial Analysis/Month End Audit & MIS Reporting
- Finalization of Accounts and Reporting Skills
- Accounts payable & Account receivables skills
- Income Tax,/VAT/GST Return Filing
- VAT & IFRS Certification

Educational Qualification ■ ■

Bachelor's Degree in Commerce – CCS University, Meerut, India	2004
C.A. (Intermediate) – ICAI, New Delhi, India	2007
CMA	Pursuing

Career Progression ■ ■

Finance & Audit Executives at OEAA, Muscat, Oman	Dec 2019 to Feb 2022
Finance support at Ministry of Public Health, Qatar (Under secondment-(4 Month contract)	Sep 2019 to Dec 2019
Senior Accountant at Al Arif Contracting Co. LLC, Dubai, UAE	Feb-2014 to June 2019
Accounts Executives at Tayal Steels Private Limited, New Delhi, India	Aug 2010 to Feb 2014
Statutory Auditor at Shahid & Associates (Audit Firm), New Delhi India	Jan 2007 to Aug-2010

I.T Proficiency ■ ■

- ✓ Oracle (ERP), Microsoft Dynamics (ERP), Tally ERP 9
- ✓ Diploma in MS Office application (Word, Excel, PowerPoint, Email application)

Job Profile ■ ■

Finance & Audit Executives at Oman Emirates Audit & Advisory, Muscat Oman	Dec 2019 to Feb 2022
<ul style="list-style-type: none">• Analyzing accounting data and producing financial reports or financial statement i.e. P&L, balance sheet and cash flow statement• Producing Audit Report to the client after the completion of audit• Carrying financial analysis by ratio analysis and data comparison technique to evaluate liquidity of company• Preparing MIS report i.e. monthly profit & loss A/c, accounts payable, accounts receivable report, fixed asset report, Inventory report• Assisting in budgeting and forecasting and variance analysis to compare budgeted figures with actual figures & find out the reason of Reduction in profit or increase loss and carrying cost analysis i.e. determination of cost of product & cost driver to control & reduce cost• Monitoring banking and treasury activities i.e. opening of bank account, deposit & withdrawal of cash and cheques to/from bank, download online bank statement and prepare reconciliation, liase with banks for loan facility and for any other query as required• Managing & overseeing the daily operations of accounting department i.e. verification of day to day accounting entries such as payment vouchers, petty cash voucher, receipt voucher, sales & purchase voucher• Monitoring and managing fixed asset's ledger and carrying surprise checking at the location for physical verification purpose• Maintaining vendors and related party's account along with their reconcialtion• Review daily cash flow statement incorporating projected inflow and outflow of cash• Review daily petty cash report along with their supporting documents• Filling of VAT return (Value added tax)• Monitoring and controlling inventory's items and carrying surprise checking on the sites or warehouse for physical verification	

- Spot checks on quotes, price comparison and background checks on supplier as requested by senior management
- Ensuring the **compliances of local tax and applicable IFRS** & implement accounting policies and procedures
- Establishing and enforcing proper **accounting method, policies, procedures and principles**
- Assisting in **migration of financial data** from existing system to new accounting software to implement new system of accounting
- Participating in **merger or acquisition of company** into another company under the same management
- Assisting in **evaluation of project** or new investment plan and advise whether 'accept, or not' the project i.e. capital budgeting.

Senior Accountant at Al Arif Construction Group, UAE, Dubai

Feb-2014 to June 2019

- Review day to day accounting entry such as payment, receipt, journal, sale & purchase
- Verify daily Petty cash reports and Payment vouchers
- Prepare MIS reports i.e. accounts payable reports, accounts receivable reports & Inventory reports, Income statement
- Review bank reconciliation, Vendor's accounts reconciliation and Intercompany accounts reconciliation
- Managing credit and monitoring vendor's account
- Monitor fixed assets accounts, partners' capital accounts and liability accounts
- Review monthly payroll salary sheet
- Interval Audit of Inventory's details
- Finalization of accounts and monthly closing of accounts payable, monthly accruals, accounts receivable & general ledger
- Prepare financial statement periodically
- Assist auditor in completing of statutory audit

Accounts Executives at Tayal Steels Private Limited

Aug-2010 to Feb 2014

- Verify day to day accounting entries as payment, receipt, sales and purchase etc
- Prepare MIS report i.e. monthly profit & loss A/c, accounts payables, accounts receivables, inventory reports.
- Prepare Financial statement i.e. balance sheet, profit & loss account
- Follow up with sales team to collect outstanding amount from customer
- Coordinate with supplier for their payment follow up
- Finalization of accounts and monthly closing of accounts payable, monthly accruals, accounts receivable & general ledger
- Maintain fixed asset's ledger, capital accounts, member's current accounts and liability accounts
- Review monthly payroll salary sheet
- Monitoring inventory details and its value
- Check out daily petty cash reports
- Liase with banks for day to bank transaction, bank statement, loan if required and for any other query
- Assist auditor in conducting and completing annual or internal audit

Statutory Auditor at Shahid & Associates, New Delhi, India

Jan 2007 to Aug-2010

- Vouching of income and expenses' ledger on sample basis along with the supporting documents
- Vouching of any addition or disposal of assets
- Collect audit evidence during conducting the audit and maintain audit file as well
- Prepare financial statements i.e. balance sheet, profit & loss account and cash flow statement
- Prepare audit scope as per government's legal requirement & procedures
- Prepare audit report
- Filing of Income Tax Returns and VAT returns

Clients

- Rural Area Electricity Co.-Tanweer (Manufacturing and supply of electricity), Muscat Oman
- Musnadam Rock LLC (Subsidiary of Shapoorji Palonji-Tata Group), Khasab Oman
- Viva Clinic (Health Care), Muscat Oman/-Polyglots Institutes, Muscat Oman
- Gulshan Polyols Limited (Manufacturing of chemical), New Delhi India
- Patanjali Ayurved Limited (FMCG)
- Akansha Steels Private Limited (Manufacturing of Steels product-Ingot)
- Muzaffarnagar Medical college & Hospital, Muzaffarnagar, India
- Nikita Paper Limited (Manufacturing of Kraft paper), New Delhi India
- ALM Industry Limited (Export of Meat), New Delhi India
- Ajanta Cinema Private Limited
- Punjab National Bank
- Parma tama Sharan Ram Kishan (Trading of fertilizer's product)

Personal Details ■ ■

Nationality : Indian
Date of Birth : 04th Jul 1985
Marital Status : Married
Visa Status : Unemployment

Home Address : Jamia Nagar,
New Delhi, INDIA

I do hereby declare that all the information's given above are true to the best of my knowledge and belief.

Date-

(Shajad Ali)