

# Mohammad Rizwan Ansari

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## Summary & Objective:

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Dedicated and detail-oriented payroll specialist accountants with experience in payable accounts, accounts receivable. Ensuring Financial information and records are accurate and complete with expertise in rapport with both vendors and customers. Using critical thinking skills to pinpoint problem areas that would require improvement. Trained and well versed in multiple accounting software.

## Experience

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### Jaddarah Workforce Service Company

Al Jubail, Saudi Arabia

#### Accountant Oct-2023 to Present

- Validate & post monthly payroll in the software application of 2k employees according to their time sheet client which included Maaden, Sabic and other petrochemical company & general service, house maid every month.
- Validate end of service of exists employee as Saudi labor law.
- Processing vacation salary according to eligibility days as per contract.
- Booking all expenses in book of accounts & stand accrual for payment.
- Posting all payroll, end of service allowance & vacation salary in accounting software.
- Process advance/ loan as per HR request & posting accounting entry in software.
- Validate payroll of employees outside kingdom in software.
- Post bank payment entry as per bank statement in books of accounts.
- End of Service Benefits (EOSB)
- Overtime and Bonus Calculations
- Accounting Software (e.g., Visual software, Microsoft 365)
- GOSI (General Organization for Social Insurance) Contributions
- Processing of Supplier Invoices for Payment.
- Raising Invoices/Credit Notes for Customers.
- Assist with the preparation of month end reports and month closing.
- Recording Fixed Assets and assisting Fixed Assets Verification.
- Prepare and Recording Financial Transactions and Month end journals.
- Assist in Inventory verification.
- Performing reconciliation for Vendors/Customers/Banks.
- Any other responsibility that may be permanently or temporarily assigned.
- Maintaining the billing system
- Ensure that all payments are made on time as per payment terms of the contract
- Ensure all payment is made correctly and with correct authorization (Approved PO)
- Prepare and monitor the aging report
- Handle communication with the clients and vendors via phone and email
- Preparing of bank reconciliation statements
- Ensure that all transactions are posted in the correct cost center
- Prepare monthly and annually withholding tax returns
- Performed month end and year end closing of books
- Provide the training of new joiners in the team
- Generating invoices based on contract with customers.
- Ensure that all receipts are booked by the correct customer
- Customer and vendor ledger reconciliation to make sure an account is accurate 100%
- Investigating and resolving any irregularities or enquiries from customers related to accounts
- Preparing project analysis report and providing management to understand the profit with related customers
- Maintaining accounts receivable and account payable files and records
- Preparing balance confirmation letter for audit and sent to customers and vendor
- Settlement invoice preparation

- Calculate the input and output tax data and declaration of monthly tax return filing in government portal.

## **Bengal Shrachi Housing Development LTD. Ahmedabad Gujrat.**

### **Accountant Aug-2020 to Oct-2023.**

- Prepare weekly reports, communicates the recruitment status updated to all Departmental Managers / Section Heads on a weekly basis.
- Developing and sustaining long-standing relationships with company-approved vendors.
- Conducting research on available vendors to determine which vendors provide the best talent with competitive (hourly, day or monthly) rates.
- Meeting with suitable vendors to assess their services, negotiate pricing, and communicate any service-related concerns.
- Maintains contact with and monitors the performance of approved staffing agencies to ensure efficient supply of qualified candidates on competitive rates and identifying ways to improve them.
- Review vendor invoices, secure required approvals and process for payment.
- Managing the mobilization and demobilization of workforce ramp ups
- Crisis Management and Safety Communication utilizing internal functional standards
- Supplier management / communication
- Creation and management assignments
- Expense monitoring and tracking
- Timecard submittal / approval – via Vendor Management System (VMS)
- Contract extensions
- Facilitation of any supplier and / or contractor queries
- Invoicing management – checking time/expense etc. – via VMS.
- Vendor evaluation and assessment
- Monitor and raise claims, disputes, compliance issues, negotiate and approve offers, raise requisitions, and create reports

## **W Rahman & Co. (Chartered Accountants). Jamshedpur Jharkhand.**

### **Accountant Sept-2018 to July-2020.**

- Company creation in ERP
- Set up new customer and Vendor
- Maintaining day-to-day purchase entry
- Record the bank payment accurate vendor
- Maintaining day-to-day and sales entry
- Record the bank receipt same customer
- Monitoring Client Account on monthly basis
- Preparing monthly basis sales and filling the R1 in GST portal. Filling 3B in GST and prepare the challan. Yearend activities

## **Skills**

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- Good analytical skills for reviewing financial reports
- Good knowledge of Excel and Word
- Willing to learn and implement the learnings
- Problem solving, ability to articulate
- Customer Service Orientation and negotiation skills
- Account payable and Receivable (AP/AR)
- Account Reconciliation specialist
- Bank reconciliation specialist
- Implementation expert in MS- Excel

## Software Education

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### **Python/SQL/Tableau.**

From Cognitive Class. Ai, Scaler 2021/22

### **SAP FICO/MM. Jamshedpur India.**

From futurz institute of technology 2019

### **Tally. Jamshedpur India.**

From futurz institute of technology 2014

### **Course on computer Concept. Jamshedpur India.**

From NCVT 2013

- Visual soft ER
- Microsoft Dynamics 365
- Oracle
- SAP Fico/Mm
- Python
- R Programming / SQL
- Tableau/Microsoft BI
- Tally ERP 9
- Implementation expert in MS- Excel

## Education

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### **Illinois University, Urbana**

**Data analyst in finance (pursuing)**

### **Cooperative college of commerce, kolhan university chaibasa India.**

Master of Commerce 09/2017

### **Karim city college, kolhan university chaibasa India.**

Bachelor of Commerce 07/2015

### **J.K.S College, J.A.C Ranchi India.**

Intermediate 07/2012

## Language

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English, Hindi, Urdu.

## Personal Details

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1. **D O B:** 18-02-1995
2. **Marital Status:** Single
3. **Nationality:** Indian
4. **Religion:** Islam

I hereby certify that all the above information is true and correct to the best of my knowledge and belief.

**Mohammed Rizwan Ansari**

**Sign:**

*Md- Rizwan  
Ansari*