

# Hijas Ahammed A

ACCOUNTANT



## Professional Summary

Results-driven Accountant with over 7 years of experience in renowned organizations, specializing in financial data analysis, operational improvements, and efficient management of payroll and accounts receivable functions. Skilled in processing and extracting financial data from various reporting systems, providing actionable insights to optimize operations. Known for a strong ability to analyze complex issues, particularly in Accounts Receivable and Payroll, and deliver expert advice to clients.

A quick learner who stays ahead of industry trends and aligns strategies with organizational goals to enhance profitability. Excellent communication, negotiation, and problem-solving skills, with a proven ability to assess client needs and implement effective solutions. Available for immediate joining.

## Employment History

### Accountant, LULU Group International, Jubail, KSA

06/2019 - 07/2024

- Prepared receipts, posted transactions in the system, resolved billing discrepancies, and issued Debit/Credit notes when necessary.
- Maintained and organized vendor files for accurate and up-to-date records.
- Updated and maintained Sales Register, Purchase Register, Stock Register, and Journal Book.
- Prepared monthly salary statements and processed corresponding accounting entries.
- Reviewed and verified credit transactions before releasing payments.
- Posted receipts and payments from bank statements and performed daily bank reconciliations.
- Conducted A/R and A/P reconciliations with the General Ledger (G/L).
- Monitored advance payments for purchases and expenses to ensure accuracy.
- Prepared and processed monthly payroll, disbursed salaries through bank accounts.
- Prepared and posted accruals and prepaid journal entries for accurate financial reporting.
- Performed daily reconciliation of credit card payments to ensure consistency.
- Assisted in the finalization of accounts and ensured accuracy in financial statements.
- Addressed external audit queries and ensured compliance with risk management policies.
- Provided knowledge transfer and guidance to new joiners, ensuring smooth onboarding and team integration.

### Accountant, SPAR ROTO TECH, Nilambur , Kerala

12/2017 - 05/2019

- Performed daily bookkeeping and posted journal entries to maintain accurate financial records.
- Managed and updated the petty cash book to ensure proper tracking of expenses.

## Personal Details

DAMMAM, SAUDI ARABIA

KSA - +966 572892554  
[Ahmmehijas@gmail.com](mailto:Ahmmehijas@gmail.com)

### NATIONALITY

Indian-

Passport Number C1422629  
Visa Status  
Transferable Iqama - 1 Year

## Links

[Linkedin](#)

## Skills

Accounts payable

Accounts receivable

Invoice Validation

Query Handling

Credit card and Bank reconciliation

Payroll

Microsoft Excel

SAP

Data entry

Tally ERP

## Education

**M. Com,**  
**University of calicut**

06/2015 - 05/2017

**B COM,**  
**University of calicut**

06/2011 - 05/2014

- Maintained the cash record book on a daily basis to ensure consistency and accuracy.
- Monitored daily stock levels and provided regular updates to management.
- Managed communication with suppliers, handling inquiries and resolving issues via telephone.
- Addressed external audit queries promptly while ensuring full adherence to risk compliance policies.

## Key Achievements and Accomplishment

### **Clearing of open claims**

Successfully recovered a claim amount of 30,000 SAR from the bank, which had not been processed due to technical glitches, through persistent communication and coordination with the bank's finance team.

### **Reduction in late payment fees**

Reduced interest and late payment fees by collaborating directly with vendors to establish a process for receiving invoices electronically, instead of via post. This initiative helped minimize unnecessary payments to vendors.

## Declaration

I hereby declare that the information provided in this resume is true and accurate to the best of my knowledge. I understand that any false information may lead to disqualification from consideration or termination of employment if discovered at a later stage.

## Languages

English

Arabic

Hindi

Malayalam

## References

References will be shared upon request