## JAMAL WASIM

Contact Nos.: 00968-952xxxxx

E-Mail: xxx@gmail.com

**SENIOR MANAGEMENT PROFESSIONAL: FINANCE & ACCOUNTS**

**Industry Preference: Construction & Trading**

PROFILE SUMMARY

• **14 years** of experience in Financial Accounting, Planning & Reporting in Trading industry

• **A keen analyst** with a distinction of reviewing, investigating and correcting errors and inconsistencies in financial entries & documents that leads to transparency in reporting to internal and external stakeholders

• Demonstrated excellence in ensuring compliance with applicable policies, contracts and regulations

• Hands-on experience in reviewing balance sheet and profit & loss accounts at unit level and ensuring integrity of all the reported financial statements

• Skilled in **handling audit assignments**; pivotal in collating and validating inputs required for audits and sharing the same with the audit team; coordinating for queries raised by auditors and successfully completing audits within agreed timeframes

AREAS OF EXPERTISE

• Planning and executing monthly / quarterly / annual closure schedules; providing monthly financial statements and administering the closing process.

• Ensuring reclassification and accounting of wrong or unaccounted entries prior to closure of the general ledger.

• Preparing and presenting weekly and monthly management reports on cost & benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis.

• Controlling and maintaining fixed assets; streamlining reports & entries, undertaking physical verification of assets and ensuring that all assets are ensured at the correct value

• Conducting operational, financial, process and systems audits designed to review and appraise the client organisation’s activities, systems and controls

EMPLOYMENT DETAILS

**Sep’ 07 – Till Date with Al Habibi Trading Company LLC, , Sultanate of Oman as Sr. Accountant**

**Key Result Areas:**

• Accountable for the: o Maintenance of cash & bank books for local currency and foreign currency accounts (GBP, USD, Euro & Yen)

o Processing the foreign principal payment

o Preparation of the age wise debtor statements and accounts receivable statements

o Cash flow & fund flow statement

• Carrying out reconciliation of: o Vendor Ledger

o Petty cash books & foreign currency accounts

• Ensuring that the external audit requirements like Cross checking of document which tally with schedules are met

• Acting as an integral part of the team to assist in preparation of annual schedule which involves Financial & accounting activities

• Handling the preparation of: o Report against the external auditor note

o Monthly Finance Report

o Inventory Status Report

o Fixed Asset Schedule on monthly basis

o Payroll sheet including leave & final settlement for employees

o Fixed Assets Schedule

**Jul’ 05 – Aug’ 07 with Atul Singh & Co. Chartered Accountant, Rampur, UP as Audit Assistant**

**Key Result Areas:**

• Responsible for the: o Statutory & Financial Audit of Manufacturing & Trading Companies

o Maintenance of books of accounts of the clients

• Conducted annual audit of commercial banks

• Involved in the maintenance of inventory register which involved Inventory valuation report, Inventory flow report

• Handled the preparation of: o Working Capital Statements for the clients

o Statutory documents for raising long terms loans from commercial banks

o P&L & Balance Sheet of client with audit report

• Provided the reports related to the discrepancy in trial balance

EDUCATION

• **MBA**. from R.J.P. Budelkhand University, Bareilly in 2004

• **BBA.** from R.J.P. Budelkhand University, Bareilly in 1999

PERSONAL DETAILS

GCC Driving License: GCC Driving License/ Valid Omani Driving License No. xxxxxxxx (Valid till 24th December 2021)

Marital Status: Married

Date of Birth: 1st January xxxx

Passport No.: L33xxxxx (Valid up to 5th August 2021)

Linguistics: English, Hindi, Urdu & Arabic

Nationality: Indian

Visa Status: Full time employment Visa

No. of Dependents: 3(Wife & 2 kids)

Location Preference: UAE/ Saudi Arabia/ Qatar