

Jafer Sadiq

Riyadh, KSA (Ready to Relocate) | jafbinzain@gmail.com | +966 53 582 3978 | [LinkedIn](#) | [Github](#)

Accountant | BBA in Finance | SOCFA Eligibility Applicable | Transferable Iqama | KSA Driving License
General and Project Accounting, AR, AP, VAT, Payroll, Inventory, Financial Reporting, Excel, Power BI, Tableau

Accountant with 6+ years of GCC Experience in General Accounting, AR, AP, VAT Compliance (ZATCA), Financial Reporting, Reconciliations, Payroll, Inventory, and Import/Export Documentation. Experienced In Project-Based Invoicing, WIP Accounting, Ageing Analysis, ERP Systems, Power BI, and Excel. Involved in Month-End Closing, Reconciliations, and Preparation of Reports to assist management.

Core Competencies

- **Accounting & Reconciliation:** Accounts Receivable, Accounts Payable, Invoicing, Vendor Payments, Ageing Analysis, Petty Cash, Bank Reconciliation, Bank Guarantee Monitoring, VAT Returns, and Month-End Closing Support.
- **Reporting & Analysis:** Sales and Receivable Reports, Stock and Security Deposit Reports, Bank Guarantee Reports, Project-Wise Cost and Revenue Analysis, Management Reporting.
- **Project Accounting:** Actual Vs Budget Analysis, Estimated Vs Actual Costs and Revenue, Percentage of Completion (POC), Budget Variance, Cost Overrun Analysis, Profit Calculation, And Project Performance Dashboards.
- **Inventory Management:** Inventory Tracking, Vehicle and Store Stock Reconciliation, BOM (Bill of Materials) Configuration and Posting Manufacturing Entries.
- **Payroll, WPS & Overtime:** Payroll preparation, overtime calculation across departments/branches and WPS/SIF file processing.
- **Import & Export Operations:** Import/Export Documentation, Customs Portal Submissions, Commercial Invoices, Bills of Lading, Certificates of Origin, Proforma Invoices, and Coordination with Freight Forwarders (DHL, UPS, TNT, JAS).
- **ERP Systems & Software Skills:** Tally Prime, QuickBooks, SAP Business One, Power BI, Tableau, Microsoft-Excel (Pivot Tables, Lookups), Word, PowerPoint, Outlook and invoice submission through Oracle and SAP Ariba portals.

Professional Experience

Accountant | First Telecom Industries | Riyadh, Kingdom of Saudi Arabia

NOVEMBER 2025 – PRESENT

- Prepared ZATCA-compliant QR Invoices and completed monthly VAT filings as per Saudi regulations.
- Generated Sales, Returns, and Credit Note Reports for VAT Submission and Compliance.
- Created Sales, Collection, and Comparison reports using Excel /Power BI for management review.
- Performed Customer Ageing analysis and Followed up Overdue Receivables with concerned departments.
- Consolidated Monthly Work-in-Progress (WIP) from all departments and Prepared Department-Wise summaries.
- Posted Month-end Closing entries, including WIP to Unbilled Revenue and Sales to WIP.
- Reviewed and processed Credit notes and Sales returns with proper documentation and authorization.
- Managed Bank Guarantees, tracked expiry in Excel, and ensured timely renewal with 90-day alerts.
- Supported ERP implementation, cleared backlogs, and reconciled ERP data with the existing system.

Accountant | Unigas Tech & Trade Co LLC | Sharjah, United Arab Emirates

NOVEMBER 2022 – MAY 2025

- Managed the invoicing process for 400+ clients and generated monthly statements, achieving a 95% accuracy rate and improving payment collections by 10%.
- Reconciled 75+ accounts monthly, identifying and resolving discrepancies related to invoices and payments, ensuring accurate financial reporting.
- Prepared daily and monthly sales, receivables, ageing analysis and financial reports, including vehicle/store stock reconciliations and security deposit reports.
- Verified financial vouchers and posted expenses, accruals and month-end closing entries.
- Prepared payroll sheets with overtime from multiple departments and branches and generated SIF files for WPS salary processing.
- Supported internal and external audits by preparation of balance confirmations, schedules and supporting documentation.
- Handled petty cash and employee reimbursement processes with accurate tracking and timely disbursement.
- Administered accounts payable activities, including purchase order coordination, vendor invoice processing and resolving billing or documentation discrepancies to ensure timely payments.
- Posted manufacturing entries through BOM (Bill of Materials) configuration for accurate inventory management.
- Conducted daily cash collection reconciliation for 10+ vehicles, ensuring accuracy and timely deposits.

- Supervised 3 cashiers and 3 junior accountants, provided training for new staff and reviewed their work for accuracy.
- Assisted with VAT return preparation and maintained VAT-related records in accordance with regulations.
- Processed intercompany transactions and completed related reconciliations.
- Facilitated ERP system migration, improving data accuracy and reducing reporting discrepancies by 18%.

Junior Accountant | Kazim Real Estate | Dubai, United Arab Emirates

MARCH 2021 – OCTOBER 2022

- Booked cash receipts and payments, managed petty cash and ensured timely settlement of utility bills and payables.
- Conducted reconciliations of accounts payable and receivable, reporting discrepancies when identified.
- Verified expense reimbursements with supporting documents to ensure compliance with company policies.
- Performed bank reconciliations and released payments through cash and cheque.
- Generated monthly income and expense reports for properties with supporting documentation for management review.

Accounts & Administrative Coordinator | Emirates Calibration Services | Abu Dhabi, United Arab Emirates

JUNE 2018 – DECEMBER 2019

- Processed invoicing, accounts payable/receivable and reconciliations in QuickBooks, ensuring accuracy, timely payments.
- Prepared and dispatched financial documents (tax invoices, statements of accounts, vendor bills) while resolving customer queries and maintaining a complete filing system.
- Coordinated logistics and equipment calibration processes, including scheduling, quality checks, overseas dispatch and vendor communications.
- Supported business operations and audits by assisting with quotations, maintaining compliance documents and providing general administrative support.

Portfolio

Profit & Loss Analysis Dashboard-MoM & YoY Variances ([Click here to View](#))

- Built an interactive Profit & Loss Analysis dashboard with a clear executive layout.
- MoM & YoY variance presented for quick comparison.
- Summarized key Financial KPIs (Revenue, Expenses, Operation Cost) for management review.

Project Financial Overview Dashboard – Planned vs Actual ([Click here to View](#))

- Created a dashboard to analyze project performance and financial outcomes.
- Highlighted key insights such as actual vs. estimated costs and revenue, budget variance, cost overrun, profit margins.
- Visualized project delivery status and departmental/ regional performance to support better planning and decision-making.

Ageing Report Dashboard ([Click here to View](#))

- Developed a web-accessible ageing report for real-time credit control and receivables monitoring.
- Consolidated multi-sheet ageing data into a single, clear view to simplify follow-ups and improve collection efficiency.
- Included year-over-year ageing comparison, division-wise overdue analysis, customer outstanding tracking and Invoice level drill down for faster issue identification.

Education

Bachelor of Business Administration - Finance | Calicut University | Calicut, India

APRIL 2017

Certifications

Microsoft Office Specialist-Excel

www.verify.certiport.com | HSF3-XL5p

Intuit Quickbooks Certified User

www.verify.certiport.com | Gyqz-4TcX