Jafer Sadiq

• **Riyadh,KSA** • **jafbinzain@gmail.com** • **+966 50 264 3517** • **LinkedIn** • **Github**
Accounting Professional | AR/AP Management & Reconciliation | Data Visualization & Reporting
Excel • Power BI • Tableau |5⁺ Years of GCC Experience| Transferable Iqama | GCC Driving License

Analytical Accounting Professional with **5⁺** years of GCC experience in general accounting, data analysis, reporting, reconciliations and process optimization. Proven expertise in invoicing management, dispute resolution, and supporting month and year-end closing processes. Skilled at delivering accurate insights to improve efficiency and support management decisions.

Core Competencies

- **Invoicing & Accounts Receivable**: Expertise in invoice processing, document verification, customer account management, dispute Resolution, overdue monitoring, and payment follow-ups via portals and email.
- **Accounts Payable & Utility Bills Management**: Proficient in invoice validation, reconciliation, and timely settlement of vendor and utility payments.
- **Reporting & Reconciliation:** Skilled in preparing sales and ageing reports, reconciling accounts, and assisting with month-end and year-end closings.
- **Data Analysis & Visualization:** Experienced in converting financial and operational data into insights support decision-making.
- **Financial Systems & Tools Proficiency:** Proficient in **MS Excel** (Pivot Tables, Lookups), **Power BI**, and **Tableau** for data analysis and visualization. Experienced in **Tally Prime**, **QuickBooks**, and **SAP Business One** for invoicing, accounting, and ERP management. Skilled in **MS Word**, **PowerPoint**, and **Outlook** for professional documentation, presentations, and communication.

Professional Experience

Accounts Receivable Analyst| 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%.
- Compiled and presented daily sales reports, providing management with actionable insights on revenue performance.
- Reconciled 75+ accounts monthly, identifying and resolving 12+ discrepancies per month related to invoices and payments, ensuring accurate financial reporting.
- Analysed payment histories to identify and resolve recurring issues, decreasing late payments by 12%.
- Created detailed receivables and reconciliation reports, reducing reconciliation time by 25% through advanced Excel formulas and pivot tables, and presented insights to senior management for data-driven decisions.
- 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.

Skills
- Team Collaboration
- Communication
- Presentation
- Multitasking

Projects
Logistics Performance Dashboard
- Created a dashboard to track logistics performance.
- Highlighted key insights such as shipment routes, busiest days, and top suppliers/customers.

Sales & Revenue Analysis
- Analyzed COGS, revenue, and monthly sales trends.
- Showed product, segment, and country-wise performance using visual reports.

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