

Jafer Sadiq

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Accountant | General & Project Accounting • AR/AP • Payroll • Inventory • Data Visualization • Reporting • VAT
Excel • Power BI • Tableau | Transferable Iqama | KSA Driving License

Analytical Accounting Professional with 5+ years of GCC experience in general accounting, reporting, reconciliations, payroll, inventory and import/export operations. Skilled in AR, AP, VAT support, project-wise analysis and improving financial accuracy through efficient processes. Experienced in ERP systems, data analysis and providing clear insights to support management decisions.

Core Competencies

- **Accounting & Reconciliation:** Accounts Receivable, Accounts Payable, invoicing, vendor payment processing, ageing analysis, petty cash control, bank reconciliation, VAT Returns and month-end/year-end closing support.
- **Reporting & Analysis:** Sales and receivables reports, stock and security deposit reports, project-wise cost, revenue analysis and presenting financial insights for management decisions.
- **Project Accounting:** Actual vs estimated expenses and revenue, percentage of completion (POC), budget variance, cost overrun analysis, actual profit calculation, project delivery performance review and preparing project dashboards for financial and operational insights.
- **Inventory Management:** Inventory tracking, stock reconciliation for vehicles and stores and posting manufacturing entries by configuring BOM (Bill of Materials).
- **Payroll, WPS & Overtime:** Payroll preparation, overtime calculation across departments/branches and WPS/SIF file processing.
- **Import & Export Operations:** Handling import/export transactions, customs portal submissions, commercial invoices, Bills of Lading, Certificates of Origin and Pro Forma invoices. Experience coordinating major freight providers like DHL, UPS, TNT and JAS and managing shipment documentation.
- **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 | 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

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