

Abhishek Kumar

Khobar, Saudi Arabia

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Career Objective

To obtain an accounting position where I will be able to Contribute my skill, knowledge and experience to a company that will give me an opportunity to develop and achieve the employer's goal and my carrier as well.

Key skills summary of experiences handled

- Accounts payable process
- Treasury Process
- Payroll process
- Inventory Management
- Accounts receivable process
- Budgeting
- Management Reporting
- Expert in SAP FI/CO Module

Employment History

1. Accountant

Period of Experience - Feb 2013 to till date

(01st Feb.2013 to 12th Feb 16 in India & From 14th Feb.2016 to Till Date Continue working in Saudi Arabia)

COMPASS ARABIA COMPANY LIMITED

(Industrial Catering & Facility Management Services)

Khobar, Saudi Arabia



Accounts Payable Process:

- Verify and posting of supplier invoices which was accounted by accounts assistance and store keepers from various locations/projects.
- Prepare suppliers reconciliation on regular monthly basis by obtaining statement from the suppliers
- Prepare supplier payments for due invoices by reconciling and verifying their due invoices for each supplier for approval of payment process.
- Follow and comply the company policies and procedures on all the aspects of transactions.

- Treat fairly and resolve the supplier queries on regards their invoices and payments.
- Create cost accruals for services/materials received from the supplier and yet to be received their invoices for accounting by analyzing the open purchase orders.
- Closely monitor and keep the supplier books clean by sort-out their disputed invoices.
- Manage and keep the clean records of supplier vouchers and payment documents with required supporting documents for audit compliances.

Accounts Receivable Process:

- Prepare invoices for sales or services rendered through the SAP system upon receipt of approved data.
- Timely follow up on payments to collect within the appropriate periods of due date to ensure all the invoices are being paid.
- Monitor customer account details for non-payments, delayed payments and irregularities.
- Research and resolve the payment discrepancies.
- Generate age analysis report to the management and forecasting the collection target.
- Maintain customer records such as contracts, invoices and others communication to ensure compliances for audit purposes.
- Follow and comply the company policies and procedure on all the aspects of transactions.
- Investigate and resolve customer queries.
- Maintain good relationship with the customers and ensure all the discrepancies and queries are solved at the earliest.
- Process accruals for which the sales and services rendered but to be invoiced to the customer and keep tracking until the invoices are processed and submitted.

Payroll Process:

- Process an average of 2000 employee's salaries through SAP system.
- Verification and systemized salary process of employee's time data which is received from each project with appropriate approval.
- Verification of payroll master data changes with management approved documents.
- Prepare payroll analysis report (Salary and Overtime) for management review and approval.
- Process bank transfer letters and salary cheques after management approval.
- Reconcile and review for system posting of processed payroll data.
- Generate employee's pay slip in SAP and resolve their salary queries.

Treasury Process:

- Verify and posting of petty cash/expenses reimbursement voucher/documents.
- Process employee leave and final settlements payments by verifying and posting of documents.
- Prepare monthly bank reconciliations.
- Process company utility and telephone payments.
- Verify and posting of journal entries.
- Arrangement of cash and cheque deposits which is been collected from the customers.

Inventory Management

- Physical inventory verification conducted at all the projects on monthly basis.
- Spot verification on supplier delivery on quality and quantity as per specification on the PO
- Obtain monthly closing stock report with appropriate approval from each project.
- Verification and audit on store issues/receipts documents.
- Closely monitor on slow moving and near expiry food item stock.
- Maintain all the records on inventory adjustments and write off for audit compliance

General Ledger & Management Reporting

- Handle and perform on monthly closing of books up to date and prepare management reports on financial performance results.
- Prepare yearly budget on various projects based on available data and existing records.
- GL Cost Review
- Create accruals for employee benefit such as gratuity, Leave salary & air fare cost
- Prepare financial report for management review.
- Process intercompany transactions and reconciliation
- Prepare balance sheet schedule and review.
- Process & arrange for bank guarantees and tender bonds by coordinating through bank.

2. ACCOUNT EXECUTIVE

Period of Experiences from 2.8 Years (19th May 2010 to 07th Jan 2013)

KHALID BADR HAMOUD & ALMOJIL COMPANY
 (CONSTRUCTION COMPANY)
 Riyadh, Saudi Arabia

Accountabilities:

- Performed corporate general accounting duties to support 25 stores which included financial statement reporting and analysis, posting to accounting systems (A/R) & (A/P), reconciling bank statements, overseeing disbursements, maintaining G/L accounts.
 - Assisted in budget process and prepared monthly, quarterly and annual depreciation expense schedules
 - Prepared quarterly and annual Schedule B's, financial statements, payment schedules and financing schedules.
 - Maintained fixed asset system, helped consolidate capital and fixed assets, and reviewed monthly, quarterly and annual fixed asset schedules for submission to planning and reporting.
 - Performed general inventory accounting responsibilities including inventory cost analysis, pricing, inventory to mark-up, processing accounts payable invoices, and providing inventory control.
 - Maintain other Accounts Related Work like: Supplier Reconciliation, Client Reconciliation, Taxation, Supplier Payments, Clients Outstanding, Petty Cash Work, and Monthly Debtors Creditors Aging and Prepare Cash Flow Chart.
 - Coordinate the end of month closing process to ensure all corporate deadlines are met and information is presented in accordance with GAAP.
 - Assist in Resolve Customer Related, Supplier Related & other Legal Related Discrepancies.
 - Work with project teams and internal departments to develop and deliver training for the SAP FI/CO fixed assets accounting modules to Accounting, Network, Supply Chain, Information Technology and other Operations groups.
 - Responsible for preparation of Monthly Working Board report and presentation to the senior management team.
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3. ASSISTANT ACCOUNTANT

Period of experiences from 1.10 Years (10th July 2008 to 30th April 2010)

FEDDERS LLOYD CORP. LTD.

(STEEL STRUCTURE & FABRICATION)

Sikandrabad , Bulandshahr (INDIA)

JOB PROFILE:

- Finalization of monthly, quarterly and annual books of accounts.
- Liaison with Internal and Statutory Auditors.
- Consolidation of Group Accounts
- Preparation of Bank reconciliation statement. (Delhi, Sikandrabad & Haridwar).

- Reconciliation with HO, Inter-depot & Debtors.
- Verifying the bank Account and Accounts receivable.
- Submitting sales tax (VAT) e- return filing for (Delhi, Sikandrabad & Haridwar)
- VAT assessment preparation for Sikandrabad & Haridwar.
- Handling ESI & Labor office for employee's benefit.
- Passing Debit note & Credit note.
- Preparation of Monthly Reports to HO.
- Preparation of Daily MIS to HO.

Education

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|---|-----------|
| • Certified Public Accountant (CPA)
Enrolled in AICPA Exam | Pursuing |
| • Master of Business Administration (MBA) Finance & Marketing
2008
Punjab Technical University, Jalandhar (India) | Passed in |
| • Bachelor of Commerce (B.com)
2006
Chaudhary Charan Singh University, Meerut (India) | Passed in |

Accounting Software Application

Category/Tool	Software	Proficiency
Accounting Software	Peach tree, Tally & SAP FI/CO	
Proficient		
Office tools	M S Office Application	Proficient
DTP Software	Adobe photoshop & Corel Draw	
Proficient		

Internal Training/Courses

- Supervisory Skills - July 2014
- Customer Service and Complaint management - Sep 2016
- SAP Training in FICO & MM - July 2014
- Firefighting & Fire Marshal - Dec - 2016
- HACCP Training
- HSE Training

Additional Certification

- SAP End User Certification in FI/CO module from ERP tech consultant, Delhi.
- One year part time P.G. Diploma in computer application from DIIT institute, Sikandrabad.

- Six Months Accountancy Training from Suneha Institute, Delhi.
- N.C.C 'B' Certified for Army Training.

Personal Details

Date of Birth	01 st April 1985
Father's Name	Sh. Lavakesh Kumar
Marital Status	Single
Language Known	Hindi, English & Arabic (Only Speak)
Nationality	Indian
Religious	Hindu
Passport No.	H 2582932
Indian Permanent Address	B-31 H, Village: Sarkari Colony Gopalpur Sikandrabad, District: Bulandshahr , U.P. (India)

Declaration

I hereby declare that all the above information is true and correct to the best of my knowledge.

DATE

Abhishek Kumar