



AHMED RIFAI

Accountant | Treasury

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SUMMARY

A highly confident and skilled accountant, equipped with extensive financial knowledge and exceptional analytical skills, dedicated to delivering precise financial information. Demonstrated success in enhancing processes and managing financial systems. Currently seeking a challenging accounting role to utilize my existing abilities while fostering further professional growth.

WORK EXPERIENCE

Atlas Aluminum W.L.L
Kingdom Of Bahrain.

Jan 2025 - Present

- Processing payments and adjustments for creditors
- Recording expenses and accrual transactions
- Correcting errors with journal vouchers
- Reconciling trade payable and addressing discrepancies
- Preparing monthly reports and ageing reports
- Ensuring compliance with financial policies and collaborating with auditors
- Assisting in operational report preparation (balance sheet, P&L, cash flow)
- Supporting accounts receivable activities (issuing invoices, receipts)
- Preparing cash flow and bank reconciliation reports
- Developing relationships with banking and Forex partners for favourable terms and cash management solutions.

BGA Accounting And Consulting
Kingdom Of Bahrain.

March 2023 - Jan 2025

As a Treasury and Assistant Finance Controller at a top aluminum fabricating company in Bahrain.

- Processed creditor payments and adjustments on their respective due dates.
- Initiated Journal Vouchers to rectify errors or transfer funds.
- Managed payables, reconciliations, VAT filing, and cash flow reporting.
- Compiled monthly reports and ageing reports.
- Collaborated with auditors to ensure compliance in financial reporting.
- Contributed to the preparation of monthly operational reports, such as balance sheets and cash flow analyses.
- Provided support to Accounts Receivable by issuing invoices and receipts.
- Developed cash flow statements and bank-to-book reconciliation reports.
- Maintained banking relationships for treasury operations.

- **Credit Control Responsibilities:**
 - Engage with clients to gather deal requirements, financial statements, and other necessary information for credit analysis.
 - Review credit facility applications and prepare a detailed credit analysis report for the finance manager.
- **Timely Customer Follow-Up:**
 - Ensure prompt and effective follow-up with customers.
- **Proactive Debt Collection Management:**
 - Actively manage debt collection efforts by meeting with clients to propose and agree upon payment plans.
 - Participation in Monthly Debtors Meetings, Attend monthly meetings focused on debtors.

EDUCATION

M.Com Master of Commerce [First Class]

2019 - 2021

Manonmaniam Sundaranar University.

- Major in Commerce
- Thesis on "Study on Modern Banking System".

B.Com Bachelor Of Commerce

2016 - 2020

Manonmaniam Sundaranar University.

- Major In Economics and Commerce

IT SKILLS

- **Microsoft Office:** Proficient user of Word, PowerPoint, Outlook, and advanced Excel skills, including Pivot Tables, VLOOKUP, and charts.
- **Financial Expertise:** Experienced in GL and sub-ledger management, financial transactions, debtor and creditor ageing reports, bank and cash payment vouchers, as well as direct and indirect labour costs and materials.
- **Software Proficiency:** Proficiency with Focus **ERP 9 ERP 10, ZOHO Books**, and Familiar with **Tally ERP 9**

ADDITIONAL INFORMATION:

- Core competencies in financial management and accounting, business planning, and budgeting.
- Preparation of financial statements.
- Implementation of cost reduction strategies.
- Management of multiple responsibilities with attention to detail in deadline-driven environments.
- Conducting feasibility studies and developing business, operational, and financial plans.
- Providing business advisory and organizational structuring services.
- **Holds a valid Bahrain driving license.**