





ABDUL GAFOOR
ACCOUNTANT

CONTACT

 **Phone**
+966 59390 4429

 **Email**
agafurkp@gmail.com

 **Current Location**
Al Khobar - Dammam -
Kingdom of Saudi Arabia

SKILLS

- Treasury operations
- Bank reconciliations
- Accounts Receivable
- Inventory operations
- Payroll services
- Accounts Payable
- Branch Accounts supervision
- Cashier job
- Sales operations
- English and Arabic proficiency
- Internal & external Audit
- Supporting
- IFS ERP System Proficiency
- VAT, WHT and Excise Taxation
- Financial reporting
- Month-end Closing
- Dedication & Hard works
- Communication
- Time Management

JOB PROFILE

Experienced Accountant with 10 years of comprehensive expertise in Treasury operations, Bank reconciliations, Accounts Receivable, Inventory operations, Branch Accounts supervision, Cashier Job, Accounts Payable and Payroll services. Additionally, bring 5 years of experience as a Branch Accountant, demonstrating proficiency in branch-level accounting processes and controls. Skilled in optimizing financial performance and driving operational efficiency. Eager to leverage my extensive experience to contribute to the financial success and growth of an organization.

EDUCATION

- **BACHELOR OF COMMERCE (B. COM)**
University of Calicut
2000
- **BACHELOR OF LIBRARY & INFORMATION SCIENCE (BLISC)**
University of Calicut
2001
- **INTERMEDIATE**
Kerala State Board

WORK EXPERIENCE

➤ SENIOR ACCOUNTANT

Al Rabie Saudi Foods Co. | **Saudi Arabia**
From May **2013** to June **2023**

- Treasury operations: Overseeing bank reconciliation for multiple banks in KSA including foreign currency.
- Analysis of multiple bank statements and identify all the transactions of deposits and payments on daily basis.
- Confirming customer bank transfers for KSA customers.
- Preparing bank balances, cash liquidity and treasury reports on daily basis to the management.
- Fund transfers and fund arrangements in different banks as per operational requirements.
- Bank loan facility arrangements and repayments on time.
- Update bank KYC and matrix authorization on time.
- Proficiently utilize online banking systems for SNB, Al Rajhi, HSBC, Riyadh bank, and POS transactions in Saudi Arabia.
- Posting cash book, accounts payable, ad-hoc payments, utility bills and payroll vouchers in the system on time.
- Cashier job: cash & cheque collection, bank deposits, petty cash payments and payments through bank transfers.
- Accounts receivable: Issue invoices, statement of account, AR aging reports, collection follow-up by email and call, credit notes, balance confirmations and reconciliations.
- Payroll services: Including vacation payouts, overtime, sales commission and end-of-service benefits.

LANGUAGE

- English
- Arabic
- Malayalam
- Hindi
- Tamil

COMPUTER SKILLS

- MS Excel
- MS Word
- Power Point
- Outlook
- MS Teams
- ChatGPT
- AI and Internet



Iqama Status : Transferable



SOCPA Certification from KSA



Driving License - KSA & India



Date of Birth : 10/03/1980



Passport Number : U0416099

- Accounts payable: Processing invoices, AP aging reports, preparing bank bulk transfers and inform suppliers.
- Inventory: Supervise and control finished goods, raw material and packaging material operations.
- Branch supervision: Daily and month end works of branch accountants including daily collections, cash and cheque deposits, inventory reports for the warehouse and vans.
- Provide guidance and control branch accounting team, ensuring daily tasks are completed accurately.
- Audit support: Coordinate internal and external audit activities, providing necessary documents and reports.
- Facilitate government and SADAD payments, ensuring timely and accurate transactions and recording.
- Taxation: Prepare and execute VAT, Excise Tax and WHT payments in compliance with regulations.
- Ensure compliance with local tax laws, including VAT regulations.
- Fixed Asset: Monthly depreciation and annual counting.
- Prepare necessary financial reports for management and stakeholders as per requirements.
- Manage best relationships with banks, customers, suppliers, and staff.
- Proficiency in Arabic and English languages.



BRANCH ACCOUNTANT

Al Rabie Saudi Foods Co. | **Saudi Arabia**

From January **2008** to April **2013**

- Receive and verify cash, cheques, bank transfers, invoices and other sales documents from the sales team.
- Process the data through Handheld Devices and release the sales reports to the management through the system.
- Daily sales & cash reconciliations and bank deposits on time and report to Head office.
- Petty cash preparation and cash payments or transfers.
- Warehouse managing and finished goods operations.
- Receive goods from Head office and issue of inventories to sales vans as per sales requirements.
- Supervise and allocate the works of warehouse staff.
- Inventory physical counting for warehouse and vans.
- Warehouse and vans counting, reconciliations, taking variance reports and deduction if any.
- Daily and month end closing reports and reconciliation reports to the Management.
- Fixed asset and inventory counting as per requirements.
- Managing and control of branch operations.



DECLARATION

I hereby declare that the above mentioned statements are correct and true to the best of my knowledge and belief.

ABDUL GAFOOR