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| |  |  | | --- | --- | | ***Residential Address*** | *Riyadh, Saudi Arabia* | | ***Contact*** | *+966-562906572* | | ***Email*** | [*yusufmng@gmail.com*](mailto:yusufmng@gmail.com) | | ***LinkedIn*** | [*Yusuf Addoor | LinkedIn*](https://www.linkedin.com/in/syed-nabeel-ahmed-48a99a242/) | |  |
| *Objective*  *Accounting and Finance professional with more than 15 years of work experience in Accounts, Finance and Internal Controls. Seeking a challenging position in a dynamic organization with the aim to contribute towards organizational success to the best of my capabilities, perform consistently to meet the organization’s expectations and utilize opportunities to achieve professional growth.*  *I can work independently with minimal supervision and has an ability to communicate with all management levels. I have strong interpersonal skills and ability to work closely with people at all levels of the organization. Proficient in Ms office applications and has hands-on experience with ERP systems.*  *Education & Experience Highlights*   |  |  |  | | --- | --- | --- | |  |  |  | | ***Particulars*** | ***Institute / Association*** | ***Status*** | | *Bachelors in Commerce (B. Com)* | *University College of Mangalore, Karnataka* | *Completed* | | *Higher Secondary School Certificate* | *Board of Government, Bantwal, Karnataka* | *Completed* | | |
| |  |  |  | | --- | --- | --- | | ***Position*** | ***Company*** | ***Tenure*** | | *Chief Accountant* | *HD Hyundai Electric Co. Ltd - KSA* | *Sep 2022 to Date* | | *Senior Accountant* | *Mariam Trading Company – KSA* | *Nov 2008 to Aug 2022* | | *Supervisor Cum Accountant* | *Minority Society Mangalore – India* | *Aug 2003 to Sept 2008* | | *Accountant Cum Purchaser* | *Rur Enterprises Mangalore – India* | *July 2001 to Aug 2003* | | |
| *Technical & Soft Skills* | |
| |  |  | | --- | --- | | * *Data / Financial Analysis* | * *Team Player* | | * *MS Excel, Word & PowerPoint* * *IFRS* | * *Verbal & Written Communication* * *Internal Controls* | | * *ERP – Tally, MYOB, Wings, QuickBooks, Peachtree & Odoo* |  | | |
| *Professional Experience* | |
| ***HD Hyundai Electric Co. Ltd*** ***From Sep*** *2022* ***To Date*** | |
| *HD Hyundai electric which has been accompanying the growth of customers in Electric Equipment like transformer and Gas Insulated Switchgear from Korea, is taking a leaf forward as comprehensive energy solution company Hyundai today leads the business process to SEC is the main customer in KSA and 20 plus other customer + client across the various country & Many Branches in Overseas* | |
| *CHIEF ACCOUNTANT*  *Exposure as Chief Accountant:*   * *Monthly filing of VAT and Withholding Tax Returns for all the entities in the group.* * *Manage audits and queries of ZATCA and GAZT.* * *Perform reconciliations (Sales, Control Account and Banks) and coordinate with respective departments to resolve unreconciled items.* * *Attending meeting with SEC (Saudi Electric Company)* * *Conducting with Yearly Audit and Local content Audit and Transfer pricing audit* * *Recording monthly provisons including EOSB, Leave encashment, Air ticket allowances and government related expenses* * *Genrating final Invoices monthly and obtaining confirmation from customers* * *Preparing financial report monthly and quarterly and sending to Head quarter KOREA* | |
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| *Mariam Trading Company & Partners*  ***From Nov 2008 to Sep 2022*** | |
| *Mariam Trading Company (MTC) is one of the leading providers for electromechanical products and services in the heating, ventilation, and air conditioning (HVAC) industry since 1986. MTC is an authorized dealer for over 90% of HVAC (Heating, Ventilation, Air-conditioning) products across the Kingdom and have been involved in the Kingdom’s most prestigious projects i.e. Jabal Omar, Makkah, King Abdul Aziz International Airport, King Abdullah Economic City, King Abdullah Medical & Sports City and many more.* | |
| *Accounting Manager* | |
| *Exposure as an Accounting Manager:*   * *Close monthly, quarterly, and yearly Financial Statements, in compliance with IFRS and MIS reporting.* * *Review and filing of monthly VAT return and resolve GAZT / ZATCA related queries and audits.* * *Prepare annual budget and forecasted cashflow reports.* * *Develop controls and SOPs for Procurement, Warehouse Management, Cash Management, Sales & Credit Control.* * *Monitoring and maintain a treasury management to ensure an adequate working capital and ‎return on cash balances addressing the investment needs.* * *Liaison with auditors, banks and handling all banking matters.* * *Create credit limit for each customer. Following up regularly on the outstanding receivables, design strategies for collections* * *Involvement in implementation of new accounting software, finalizing Chart of Accounts mapping and ensuring the accuracy of data migration.* * *Negotiate the contracts and agreements with new vendors and customers to maximize profits.* * *Ensure compliance of company and industry policies and procedures.* | |
| *Senior Accountant* | |
| ***Exposure as a Senior Accountant***   * *Recording of all type of financial transactions and maintain the books.* * *Assist in monthly, quarterly, bi-annually and annual reporting* * *Perform month-end accounting activities such as AR/AP / Bank a/c, Interbranch reconciliations.* * *Ensure the availability of stock by ordering the inventory considering current stock, lead time with the overseas and local suppliers.* * *Ensure the timely receipt of overseas shipments by regularly follow up with the clearing agents.* * *Conduct stock counts and report the variances to the management after reconciliation.* * *Liaising with the stores to ensure the timely transfers (receipts and issuances) of materials as per schedule.* * *Make costing sheet of overseas material receipts and calculate unit rate of each item.* * *Prepare L/C documents and coordinate with the bank for clearing payment.* * *Vendors / Customers wise reconciliation and validation of payments / receipts.* * *Check and Validate time sheets of all Employees and prepare monthly salary sheet accordingly.* * *Maintaining petty cash report.* * *Monthly Expense Validation of all the operational expenses accrued by branch or on behalf of other branches.* * *Physical verification of all fixed assets of the company including identification of idle and working condition of assets.* | |
| *Minority society Mangalore* ***From Aug 2003 To Sep 2008*** | |
| *supervisor cum accountant* | |
| ***Exposure as Supervisor cum Accountant***   * *Handling Petty Cash and collecting to money to customer* * *Managed accounting for fixed assets, receivables ledger and inventory.* * *Coordinate with department managers to analyse the cost.* * *Supervising of all employee works day by day.* * *Reporting to Manger daily labour attendance and Preparing Payroll sheet & overtime.* * *Preparing all ledger entries and closing monthly wise.* * *Reconcile of Ledger accounts & Bank statement reconciliation.*  |  | | --- | | *rur enterprises Mangalore* ***From July 2001 To Aug 2003*** | | *accountant cum purchaser* | | ***Exposure as Accountant cum Purchaser***   * *Preparing Goods receiving note Imports & Local purchase* * *Managed accounting for fixed assets, receivables ledger and inventory.* * *Coordinate with department managers to analyse the cost.* * *Reconcile of supplier statement of accounts* * *Import to material to other countries as per request* * *Preparing statements of accounts and collecting money to customer* * *Assisted sales team and pricing analyst for the proposal of new product and business.* | | |
| *Personal Information* | |
| * *Date of Birth: 20-June-1980* * *Nationality: Indian* * *Languages: Hindi, English, Malayalam, Kannada, Tamil & Arabic* * *Marital Status: Married* * *Iqama Profession: Accountant* * *Hobbies & Extra Curricular: Playing cricket, Swimming, Watching Movies, Off-roading, and Organizing Adventure Trips to Explore new places, Gaming.* | |