

ABUL KALAM

(B. Com, CA Final, CMASL, AATSL, ACPM, AMA,
Dip.In.HRM, Dip. In. English, Member of HRO)

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**OBJECTIVE**

At this time, I am seeking a challenging Position to utilize creative knowledge with a growing company to achieve various challenging Milestones and to build upon my existing skills set in both analytics and leadership, leading to top Management Professional.

Core Strengths

- ✓ Team approach to implement best practices adept at working in high pressure environments with strict deadlines and multiple deliverables
- ✓ Analytical & Process Improvement
- ✓ Organizational, Multitasking Skill
- ✓ Banking & Cash Management (credit facilities, L/C, LG & Bill of Landing)
- ✓ Experienced in Accounting Packages such as Tally, QB, Sun, Accpac, Myob
- ✓ Knowledge on Hedging & its Principles
- ✓ Active seeker of Assistants immediately from Various Sources & Accounting Bodies.

PROFESSIONAL EXPERIENCE

Accountant –Dohatec Electrical, Mechanical & Engineering LLC, Doha, Qatar. (From January 2018-Present

- ✓ Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- ✓ Maintains and balances company accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- ✓ Maintains general ledger by transferring accounts; preparing a trial balance; reconciling entries.
- ✓ Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
- ✓ Produces payroll by initiating computer processing; printing checks, verifying finished product. Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors.

- ✓ Avoids legal challenges by complying with legal requirements.
- ✓ Secures financial information by completing database backups.
- ✓ Protects organization's value by keeping information confidential.
- ✓ Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- ✓ Prepare employee salaries, Overtime, & end of service benefit with monthly GL entries & details reconciliation at the year end.
- ✓ Work closely to standardize the processes relating to Chart of Accounts and Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.

Consultant (QuickBooks, ERP, Payroll), AccSoft Solutions (Pvt) Ltd, Sri Lanka, (August 2015 – September 2017)

- ✓ Head the business process workshop to outline client procedures and processes
- ✓ Ensure configuration of the general ledger, cash management, account payable, and receivable.
- ✓ Provide support in the completion data processing and modification tasks, create and design financial reports, and document packages.
- ✓ Offer ongoing assistance to customers, including attending to their concerns, and assist with financial reporting

**Accountant - Financial Reporting Lanka Canned (Pvt) Ltd-MD, Narahenpita, Sri Lanka,
(March 2013 to January 2015, 2 Years)**

Key Achievements

- ✓ Reduced Average Debt Collection period from 70 to 45 days
- ✓ Process Improvement in overall credit control management

Responsibilities

- ✓ Month end financial closing, working on all General & sub ledgers, Accruals, prepaid, provisions & reconciliation with trial balance, publish PL and balance sheet to FC.
- ✓ Prepare employee salaries, Overtime, HRA & end of service benefit with monthly GL entries & details reconciliation at the year end.
- ✓ Work closely to standardize the processes relating to Chart of Accounts and Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.

Audit Senior - RJ Associates, Sri Lanka, (January 2011 to June 2012, 1 & Half Years)

Responsibilities

- ✓ Perform monthly financial closing, finalize of end of year trial balance, including all adjusting entries, end of year entries for depreciation, provisions, accruals and prepayments.
- ✓ Handle the settlement of salaries of employees and develop periodic payroll reports for internal & external requirements.
- ✓ Attend daily morning discussion with Chartered Accountant & update on work progress & reconciled revenues.

Accountant – The Sandwich Factory (Pvt) Ltd, Sri Lanka, (January 2009 to December 2010, 2 Years)

Responsibilities

- ✓ Primary responsibility is to prepare financial statements and supporting schedules according to Monthly close schedule, facilitate and complete monthly close procedures
- ✓ Prepare monthly account reconciliations general ledgers & sub ledgers

HIGHEST QUALIFICATION

- **B.COM (Special)**
- ✓ **Completed 4 Years of B.COM) under the University Grand commission in srilanka**

(SLIATE was established on 1st May 1996 under the Act of Parliament No.29 of 1995, and is a Higher Education Functioning under the Ministry of Higher Education)

PROFESSIONAL QUALIFICATION**➤ CA Final** (Institute of Chartered Accountant of Srilanka)

- ✓ The Institute of Chartered Accountants of Sri Lanka is the only accepted Professional body in Sri Lanka to govern the Accounting Practices of Private & Public-Sector Organizations. This is the only Authorized institute for setting Accounting & Auditing Standards in Sri Lanka

➤ CMASL (Institute of Certified Management Accountant of Sri Lanka)**PROFESSIONAL MEMBERSHIPS**

- ✓ Associated Member of Certified Professional Managers (ACPM)
- ✓ Associated Member of Management Accountant (AMA)

TECHNICAL COMPETENCIES

- ✓ Adaptability to Accounting System.
- ✓ Proficiency in MS Office.
- ✓ Knowledge about control systems
- ✓ Proficiency in Accounting Packages (ERP, Tally, Accpack, Myob, QuickBooks, Sun)

TRAINING INVOLVED

- ✓ Completed in a practical Audit conducted by CA Sri Lanka.

VOLUNTEER EXPERIENCE & INTEREST

- ✓ Member of Alumina Association
- ✓ Interest in Current Affairs, gardening & Readings & Playing

PERSONAL DETAILS

DOB:	May 25, 1987	Gender:	Male
Civil Status:	Married	Nationality:	Sri Lankan

NON-RELATED REFERENCE: (AVAILABLE UPON REQUESTED)

I declare that the above particulars that I have given to you are true and correct to best of my knowledge.

Yours Sincerely
AbulKalam