



SARFARAZ AHMED KHAN

Accounting Professional

Doha- Qatar

Mobile: (+974) 31234223

Email: sarfrazahmedkhan4@gmail.com

FINANCE & ACCOUNTS PROFESSIONAL

Detail-orientated Senior accounts professional with 7+ years of broad experience effectively maintaining accurate accounting information for large-scale financial organizations. Proven expertise in various financial accounting fields but not limited to accounting, reconciliations, general ledger, financial reporting, accounts finalization, & reports preparation. Displayed ability to work independently even under pressure, multitask on several assignments, and meet strict deadlines. Possess excellent communication, analytical, organizational, coordination, problem solving and time management skills.

EDUCATIONAL QUALIFICATIONS & TRAININGS

2012 – Master of Business Administration (M.B.A) – Osmania University, India

2010- Bachelor of Commerce (B.Com) – Osmania University, India

2007 – Intermediate (Commerce) – Board of Intermediate Education, India

STRENGTHS

- | | |
|-----------------------|--------------------|
| ✓ Accounts Receivable | ✓ Accounts Payable |
| ✓ Final Accounts | ✓ General Ledger |
| ✓ MIS Reports | ✓ Petty Cash |

CAREER SNAP SHOT

Sep-2015 to Oct-2018 Faisal Al Tahoo Group - Senior Accountant (Bahrain)

Dec-2012 to Mar -2015 Cognizant Technology Solutions – Accountant

Jan- 2010 to Dec -2012 Super Valu – Assistant Accountant

CORE COMPETENCIES

- Excellent management, administrative and organizational skills along with training / development and team management skills.
- Excellent leadership qualities, along with strong interpersonal, and customer service skills.
- Effective at collaborating with others to achieve established goals.
- Result-oriented, with an ability to successfully accomplish the task.
- Efficient communication, documentation and trouble shooting skills.
- Team Player, Determination & Perseverance.

TRAINING & SEMINARS ATTENDED

- Attended Six Sigma, Quality control & Anti- money Laundering seminars.
- LOMA (Life Office Management Association)
- Attended various refresher courses on Management, Auditing, Accounts & Communication Skills from time to time.

TECHNICAL SKILLS

ACCOUNTING SOFTWARE USED

Sage 50
Peachtree
Tally 9
Wings
Focus
Other Customized
Accounting Software

MS OFFICE PACKAGES

Windows XP
Vista
MS Word
Advanced Excel
PowerPoint
Internet Explorer &
Outlook

LANGUAGES KNOWN

English
Hindi
Urdu
(Read, Write & Speak).

PROFESSIONAL EXPERIENCES

SENIOR ACCOUNTANT

FAISAL AL TAHOO GROUP, BAHRAIN

(Sep-2015 to Oct-2018)

- Responsible for generating Weekly, Monthly Sales statements & reporting to top management.
- Prepare Journal Entries, Reconciles ledgers and Subsidiary accounts.
- Preparing Customers/Vendors Ageing repots.
- Calculates and records appropriate depreciation of fixed assets.
- Provide guidance and assistance to employees according to established accounting policies. Adhere to existing delivery processes while continuously reviewing opportunities for improvements.
- Reconciles financial discrepancies by collecting and analyzing account information
- Prepares documents for audit requirements and update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Preparing Payment Vouchers for suppliers payment on time.
- Preparing Bank reconciliation on daily basis. Handling day to day Petty cash.
- Respond to Audit findings - Coordinate with departments for effective implementation of agreed Audit recommendations.
- Maintain all records pertaining to stock usage, Replenishment and Reordering.
- Ensure that all the financial transactions meet the processing criteria relating to periods, approval processes, data verifications & distribution practices in accordance with established policies & procedures.

ACCOUNTANT

COGNIZANT TECHNOLOGY SOLUTIONS, INDIA

(Dec-2012 to Mar-2015)

- Manage reconciliations and collections of due account receivable on regular basis including follow ups.
- Work with other department supervisors and managers to facilitate & complete month / year-end closing related activities and ensure company policies are implemented.
- Managing the Inter Company Accounts – Receivables, Payables and General Transactions.
- Keep close watch on critical parameters of the process and report them to management on regular basis.
- Preparing various reports like monthly process updates, dashboard and provides accurate and timely results in the form of reports presentation.
- Attend meetings and clarify issues pertaining to Inventory, Accounts and Warehouse activities.
- Prepare Invoices, reports, letters, statements and other related documents, using word processing, spreadsheet and presentation Software's.
- Responsible for generating timely Purchasing & Sales reports, Vendors/Customers Ageing etc.
- Carry out daily banking activities such as bank, creditors and debtors reconciliation, perform day to day accounting transactions like voucher creation & manage other administration works as needed by various departments.

ASSISTANT ACCOUNTANT

SUPER VALU, INDIA

(Jan-2010 to Dec-2012)

- Work on process level reporting viz., Hourly Production, Quality and Payment Reconciliation
- Reconciling between the Bank transactions V/S Stores on a daily basis and deal with Disbursement accounts & Wire accounts.
- Conduct RCA and MCA for all the processes every month & ensure action plans are implemented.
- Research on the variances between Bank and Store. Bank reconciliation and process payments.

ACHIEVEMENTS

- Selected for Star Performer award and OPEL award across Hyderabad and Pune
- Selected for process walkthrough in a client visit.
- Gained comprehensive knowledge in understanding the entire flow of business, documentation needs and following accounting and reporting.
- Awarded with many Asset certificates for by month on month performance.

• INDIAN (PP.NO: K1412891)

• MARRIED

• MALE

• WORK VISA
(NOC AVL)

• GCC D/L

• D.O.B: 15-06-1989