

CURRICULUM VITAE
SENIOR ACCOUNTANT (CA INTER & M.COM)

JAFAR .P.P

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CAREER OBJECTIVE	To Work in a dynamic environment that provides me a wide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency.
PROFESSIONAL QUALIFICATION	CA-Intermediate Cleared in Nov'2007 from the Institute of Chartered Accountants of India (ICAI)
EDUCATIONAL QUALIFICATION	Master Degree in Commerce (M.Com) In 2008 from Madurai Kamaraj University. Bachelor Degree in Business Administration (B.B.A) In 2004 from University of Calicut With 68%.
WORK EXPERIENCE	TOTAL YEARS OF EXPERIENCE : 09 Years <u>AL SHAHEEN WEATHERFORD , QATAR</u> ASW is a Qatari joint venture between Al-Shaheen Energy Services (ASES) and Weatherford Holding BVI, a subsidiary of Weatherford International Ltd. (NYSE:WFT), one of the world's largest oilfield service and equipment companies. Designation: Senior Accountant - GL Cum Payroll Tenure : Dec 2012 till Date (06 Years) Reporting : Finance Manager <u>Duties & Responsibilities</u> <ul style="list-style-type: none">➤ Responsible for variable pay process (Job bonus, Meal Allowance etc.) through VPS (Variable Pay System).➤ Processing of various Payroll Documents such as SPCF, GPA, Housing Allowance Advance, Furniture Cash option, Leave Salary, Leave Encashment, and Banking Details etc.

- Expense report processing to ensure the validity of claim in accordance with Employees eligibility & company policy.
- Preparation, Comparison & Analysis of monthly variance reports & Salary register.
- Preparation of monthly Payroll Reconciliation & Payroll comparison file and submitting to HR Manager & Finance Manager for the Approvals.
- Preparation & Processing of Full & Final Settlements (FFS).
- Treasury Management including Petty cash & Bank.
- Generating, creating and uploading various JE's to JDE as well as preparing manual JE's (Accruals, Allocation, payments) and reconciling the respective Object Accounts.
- Online payment processing for Salary , Housing Cash option , Furniture Cash option , Social Security , Final Settlements , Expense Report etc.
- Preparation of Consolidated Variable pay report (Job Bonus, Meal Allowance, Over time & Taxi fare)
- Resolving all payroll related queries and will interact with Bank/Region/HR to close the issue within reasonable time frame.
- Coordinate with Local HR, Accounts and Regional Payroll to perform the payroll functions
- Monthly Review of Revenues & its confirmations from billing team.
- Support in Yearly Budgets and Preparing Quarterly Rolling Forecast for next 12 months.
- Monthly Cash Flow Forecasting and Variance Analysis.
- Assisting Finance Manager in monthly review of payroll Cost.
- Reviewing Monthly Payroll Cost accruals, Period closing process, sending across control reports.
- Undertake detailed Variance and Trend Analysis for various expenses for different periods, Headcount Variance, Bank and other Payroll Object A/c Reconciliation and submit the report thereof.
- Responsible for Inter-Company Transactions and ensure timely Billing.
- Review and reporting of the Tax Payable Income/Expense with regards to the compensation/benefits paid to employees who are on international assignment.
- Review of monthly Profit & Loss statement and Balance Sheet, giving the comments for the variations
- Assists in Accounts payable & Accounts Receivable process
- Assists in preparation of Various HR documents, Reports etc.
- Managing the payroll functions in accordance with Company Accounting Policies, Human Resources Policies, Internal Control Procedures and Qatar Labor Law.
- Assisting Product Line Managers with their Income & Expense Statement etc.
- Preparation of various financial reports as per the request from Finance Manager.

- The other task, role, responsibility as advised by the HR Manager & Finance Manager from time to time.

2. M/S R.SINGHVI & ASSOCIATES , INDIA

RSA, is a premier chartered Accountants firm in Bangalore

Designation: Accounts cum Audit Executive

Tenure : Feb 2008– Mar 2011 (3 Years & 1 Month)

Reporting : Firm's Partner

Responsibilities (As Accounts Executive)

- Preparation and review of Journal Entries & Posting thereof.
- Preparation, Finalization and Review of Profit & Loss A/c and Balance sheet.
- Preparation and review of Bank Reconciliation Statements.
- Preparation and review of Budget and variances.
- Review of Computation of Payroll by checking the accuracy of figures with Salary Structure.
- Preparation of various accounting input documents like Cash Receipt voucher, Bank Payment Voucher, Journal Voucher etc
- Monthly closing of accounts and monthly reports of Receivables and Payables to the Management.
- Preparation of cash flow statement and Updating day to day accounting transactions.
- Managing Inter-Company Transactions and ensure timely Billing.
- Manage, direct and supervise overall finance functions in a computerized environment.
- Preparation of Financial Statements & Schedules according to the Schedule VI of the Companies Act, 1956.
- Comparison of 'Cost estimation' with actual, preparation of variance reports and finding out reasons thereof.
- Monitoring Accounting system and support for improvement.
- Electronic filing of company's annual return and various forms with ministry of company affairs.
- Manage the Accounts Payable function, supporting team members and tasks such as voucher preparation, payment selection and preparation of checks.
- Perform month-end closing tasks to ensure timely preparation of reports for Senior Management.
- Preparing correspondence to other branches, clients, government agencies, etc.

Responsibilities (As Audit Executive)

- Independently handled the Statutory Audit, Tax Audit and Internal Audit of Various Private Companies.
- Review of Computation and deduction of Statutory payments like TDS, PF, PT,ESI etc
- Computation of Income and Tax thereon and filing of return.
- Reviewing Monthly Reconciliations of Prepayments, Cash & other Balance Sheet items.
- Prepare and review Ratio Analysis, Trend Analysis, Variance Analysis, Capital Budgeting etc to ensure that performance is

in line with organization's objectives.

- Review and report on the accuracy, timeliness and relevance of the financial and other information that is provided for management.
- Observe the Internal Control procedures, report on the findings and make recommendations for further augmentation.
- Execute a suitable sampling and testing approach to ascertain the most important controls are operating as planned.
- Business process evaluation for cost and risk reduction, and elimination of inefficiencies.
- Ensure the compliance with Policies, Procedures and other Regulatory Frameworks.
- Review and ensure the adequacy of Documentation, Policies and Procedures.
- Verify proper controls are in place over Production, Inventory Management, Sales and Distribution, Cash Receipts, Credit and Collections.
- Assessing control mechanism to safeguard Assets and maintain Data Integrity.
- Undertake Cost-Benefit Analysis in implementing and improving the controls.
- Regular monitoring on all files and records for Payroll, Debtors, Creditors, Fixed Assets and Other Loans and Advances.
- Prepare reports as requested by management from time to time on various aspects.
- Coordinating and assisting External Auditor and Audit Committee.
- Audit the compliance of Accounting Standards issued by ICAI, Policies, Procedures and other Regulatory Frameworks in preparation of Financial Statements.
- Advance tax projections, Income tax calculation and finalization of income tax return for Individual, Firms and Companies.
- Arrange meetings with clients, workers of the client, Customers of the client.

TECHNICAL SKILLS & ACHIEVEMENTS

- Certificate in General Management & Communication Skills (GMCS) Course Conducted by Institute of Chartered Accountants of India.
- Certificate in Entrepreneurship Development Program Conducted by the Entrepreneurship Development Club, Constituted by Industries Department, Government of Kerala.
- Recipient of **STAR Employee Award** in 2017 on Ethics & Integrity
- Holder of **Certificate of Merit for Big Leap School Toppers Award 2001.**

COMPUTER PROFICIENCY	<ul style="list-style-type: none"> ➤ Oracle JD Edwards ERP Systems (General Accounting) ➤ Oracle GL Enquiry ERP Systems (Reporting) ➤ Payroll Application : ORBITS ➤ Variable Payment Application : VPS ➤ HRMS (Human Resource Management System): PeopleSoft ➤ Accounting Package : Tally ERP ➤ Advanced knowledge in MS-Office (MS Word, MS Excel, MS Power Point, MS Outlook etc.) and Windows Application
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PERSONAL PROFILE	<ul style="list-style-type: none"> • Date of Birth : 30th May 1984 • Nationality : Indian • Religion : Islam • Marital Status : Married • Passport No. : R5440757 • Visa Status : Transferable Resident Permit • Driving License : Qatar & India • Languages known : English & Malayalam Arabic & Hindi (Read & Write)
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PERSONAL ASSETS	<p>My strengths may be marked with few words: -</p> <ul style="list-style-type: none"> ➤ Efficient management and organizational skills. ➤ Excellent in Leadership & Coordination works. ➤ Good communication and interpersonal skills. ➤ Responsible and Confident. ➤ Good listener and Observer. ➤ Positive Attitude and Hardworking.
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REFERENCE	Professional References & Documents will be provided on request.
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DECLARATION	I hereby declare that all the information given above are true And correct with the best of my knowledge and belief.
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Place: Doha, Qatar
Date:

Signature
JAFAR.P.P