



**SUKRI NAJEEB**

**ACCOUNTING AND FINANCE  
PROFESSIONAL**

**BBA(special) Degree in Accounting**

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Doha, Qatar #

**SUMMARY**

Accounting professional with over 05 Years of experience (Around 04 years In Qatar) possesses multiple skills covering many financial areas such as Laws, cost control principals, ledger analysis, financial statements and economic regulations.

**OBJECTIVE**

To be a dynamic professional working with the challenging environments that would enable me to enhance and utilize my skills and innate abilities towards the vision and mission of the Organization, leading to self-development and career progression.

**AREAS OF EXPERTISE**

General Ledger  
Finalization of Accounts  
Management Reporting  
Accounting & Finance  
Internal Reporting  
Inventory Valuation  
Bank Reconciliation

# PROFESSIONAL EXPERIENCE

## ACCOUNTANT

**Al Wataniya Restaurants – February, 2015 to June, 2017. ( Doha, Qatar)**

**Reporting to the Group Operation Manager**

**Outlets - AWA TAR, American Grill, Sbarro, Al Wataniya Roastery**

- Recording daily cash & credit sales transaction from POS to system, preparing daily & monthly sales report
- Prepare journal entries for accruals, intercompany activity and other activities as required during the month.
- Prepare account reconciliations for various general ledger accounts. Assist in the monthly financial reporting and planning process
- Manage bank account; open, close, bank facilities and oversees transactions & prepare bank reconciliation.
- Accounts Payable: Maintains detailed tracking of suppliers payments and ensure accuracy of AP sub-ledgers
- Prepare the monthly inventory reconciliation of the general ledger and the materials reports.
- Summarizes financial status by collecting information and preparing balance sheet, profit and loss, and other financial statements.
- Preparing Payroll – Payment through WPS & leave salary and Final Settlement preparation & transfer

## ASSISTANT ACCOUNTANT

**ARAK HOLDING - February 2019 - March 2020 ( Doha, Qatar)**

**Subsidiary: Howcon, MEP Engineering and T radelink**

**Reporting to the finance manager**

- Recording daily transaction of each company and preparing monthly sales reports and purchasing reports.
- Monthly rent collection & deposit to company bank accounts and preparing rent collection report and maintain rent receivable
- Prepare journal entries for accruals, intercompany and other activities as required during the month.
- updating expenses for various project
- Maintain petty cash (Parent and Subsidiary )
- Prepare account reconciliation for various general ledger accounts.

## COMPUTER LITERACY

Diploma in Microsoft Office conducted By, Asian Computer Systems & Business College.

Competent in using Microsoft Office Applications, Internet and Email.

Successfully Completed Computerized Accounting(Sage50-peach three, Tally, Quick Book).

Have worked more than 03 years ERP Systems(PIMS , FOCUS)

## PERSONAL INFO

Date of Birth : 29th December 1989

Gender : Male

Nationality : Sri Lankan

Marital Status : Married

Passport No : N5851122

Visa Status : Valid QID With NOC

- Accounts Payable: Receiving invoices from suppliers, posting the entry in the system, arrange for the payment and preparing monthly reconciliation.

## ACCOUNTANT

### Haja Medical Centre & Pharmacy (February 2021 – October 2022)

- Updating daily sales & Purchasing
- Accounts Payable: Maintains detailed tracking of suppliers payments and ensure accuracy of AP sub-ledgers
- Manage bank account; open, close, bank facilities & prepare bank reconciliation.
- Prepare the yearly inventory reconciliation of the general ledger and the drugs reports.
- Coordinate with pharmacist and make order for the drugs and return near expiry drugs to suppliers.
- Summarizes financial status by collecting information and preparing balance sheet, profit and loss, and other financial statements.

## ACCOUNTANT

### M.F Construction – April 2013 – April 2014 ( Sri Lanka )

## SIGNIFICANT ACHIVEMENTS

- Ensured efficient use of the finance modules in Accounting software
- Led the implementation of the Accounting software
- Improved the timeliness of month-end financial reporting
- Collaborated with the senior management team in improving and executing strategies and process, accomplishing corporate goals and profitability for the company
- automated the preparation of reports using Excel, and PDF that had previously required

## ACADEMIC QUALIFICATION

### BBA (SPECIAL) DEGREE IN ACCOUNTING

#### SOUTH EASTERN UNIVERSITY OF SRI LANKA

#### GENERAL CERTIFICATE OF EDUCATION (GCE) ADVANCE LEVEL 2005

Economics – B

Business – B

Accounting - B

## PROFESSIONAL PROFILE

### Certificate in Accounting and Business

ICASL NO- 1380398

### Diploma in Computerized Accounting.

International Computing & Management

Colombo, Sri Lanka

## EXTRA CURRICULER ACTIVITIES

- High degree of responsibility through initiative, enthusiasm and courage.
- Excellent communication skills.
- Excellent team player.
- Excellent inter relation communication with participants.
- I was a faculty student's union member of south eastern university of Sri Lanka - (faculty of management & commerce-2008/2009)
- I was the editor of university student's union of south eastern university of Sri Lanka -2008/2009
- I have completed diploma in English at British college of applied studies
- I have completed "leadership for entrepreneurial and administrative

## KEY SKILLS AND COMPETENCIES

- Vast experience in accounting activities from recording till finalization of accounts entailing financial modeling, Finalization, Reconciliations, Auditing, Cash Operations
- Outstanding in planning and executing monthly / quarterly / annual closure schedules; providing monthly financial statements; administering the monthly closing and Annual closing process as per Company standards; performing statutory audit for financial statements
- Exposure in preparing and presenting weekly and monthly management reports on Sales report, Revenue analysis,
- Expertise in steering overall accounting operations and internal audit for the organization including collections, purchase, contract compliance, receivables, deposits, disbursements, payroll, fixed assets and inventory

**I hereby certify that the above information is correct and complete to the best of my knowledge & belief.**

**NAJEEB SUKRI**