

## Senior Accountant

alimaksud@gmail.com

39171100

Bahrain

## Nationality

Bahraini

# Ali Maksud

## Profile

Dedicated professional with a track record of success in accounting and finance operations. Able to ensure streamlined business function through expert financial management and reporting.

## Employment History

### Senior Accountant at Air India - GSA YBA Kanoo, Manama

01/2015–Present

- Passing of all financial entries including Accounts Receivable and Account Payable.
- Reviewing of contracts and providing suggestions for cost control.
- Effectively managing the audit done by Government of India Auditors
- VAT Registration, implementation, and monthly Filling.
- Working closely with operations department in maximizing revenue.
- Ensuring implementation of company policies.
- Preparations of various reports to be submitted to head office.
- Preparations and monitoring of budgets.
- Provide assistance to Accounts Manager in day to day functions.

### Chief Accountant at Ahmed Nasser Albinali Holding Co., Manama

08/2011–07/2014

- Overall accountability & responsibility of the financial operation of the organization and administration.
- Responsible for management of accounts payable cheques, cash and wire transfer to all over the world.
- Compliance of accounting policies, control on procedures and reduce cost.
- Maintained accuracy and timeliness of financial reporting to the owners/management.
- Managing monthly accounting activities and transactions of revenues and expenses
- Reviewing contracts of the suppliers and analysis and renewing.
- Reconciled bank accounts.
- Responsible for H.R related activates including staff permits.

### Accountant at Al Shamel Travels, Manama

02/2007–07/2011

## Skills

Ability to Work in a Team  
Computer Skills  
Microsoft Office  
Accounts Receivables  
Accounting Management  
Financial Reporting  
Payroll  
Account Payables  
VAT Filling

## References

**Ashish Kumar from Air India**  
ashish.kumar@airindia.com  
17223848

**Muneer Mukadam from Al Shamel Travels**  
muneer.mukadam@alshamel.com  
39902218

**Issa Sweidan from Ahmed Nasser Al Bin Ali**  
i.sweidan@albinali.com  
966-50-780-9130

- Performed reconciliations between general ledger, bank accounts, and credit card accounts to ensure accuracy of financial information
- Developed and maintained an accurate and up-to-date accounting system that tracked expenses, revenues, and profits
- Reconciliation of Accounts Payables and preparation of bank payment vouchers.
- Reconciliation of Accounts Receivables and follow up on the receivables.
- Prepared weekly & monthly sales reports for presentation to the management.
- Inter-company reconciliation and balance confirmation for audits.
- Preparation of Bank Reconciliation Statement.
- Managed payroll function and salary transfers.
- Daily sales invoicing and dispatching of invoices.

## Education

### **Bachelors of Commerce, University of Mumbai, Mumbai**

Majors Accounting

### **ACCA**

Completed 6 papers of ACCA.

### **CCNA, Cisco Certification**

Completed CCNA.