



JAMEEL ANSARI

Accountant

Kingdom of Bahrain

+973 37476274

jameel@fabtechbahrain.com

[https://www.linkedin.com/in/Jameel-](https://www.linkedin.com/in/Jameel-ansari-47b451215)

ansari-47b451215

Looking for a challenging role in a reputable organization to utilize my technical and problem-solving skills for the growth of organization.

Experience

ACCOUNTANT

11/2022 - PRESENT

FABTECH CONTRACTING W.L.L, MA'AMEER, KINGDOM OF BAHRAIN

- Post and process journal entries to ensure all business transactions are recorded.
- Verifying and inspecting the books of accounts such as accounts payables, accounts receivables, income, expenditure, and asset additions to confirm completeness and accuracy.
- Handling monthly, quarterly, and annual closings.
- Planning and performing cost analyses, and reviewing purchase orders, invoices, and supplier contracts.
- Oversaw and managed cost accounting, capitalizing variances, and stock provisions.
- Maintained petty cash fund and keep track of all the disbursements made.
- Prepare Salary Statement
- Reconciling the Company's monthly bank statements with the Accounting Ledgers to ensure accuracy
- Manage Banking accounts and balances effectively including undertaking monthly reconciliation and cash flow management in a timely manner.
- Preparation of cheque and bank details of vendor for weekly payment transfer
- Well experience in new ERP systems
- Logistics refers to the overall process of managing how resources are acquired, stored, and transported to their final destination.
- Visa renewal, CPR Update
- Tax Invoice, Delivery Note, Purchase Order our client Alba, EGA and Bahrain defense force

SITE ENGINEER

08/2019 - 08/2022

ARK ENGINEERING GORAKHPUR UTTAR PRADESH, INDIA

Post: - Site Engineer

Working: - 132/33 KV Power House Substation

- Managing work flow
- Maintain all files

- Line commissioning and spare maintenance
- Breakdown maintenance and continuous improvement activities
- Updating daily break down data
- Handling all activities of operation & Good record as shift in charge
- Creating and Managing team schedules
- Report to Senior Management
- Prepare technical design documents based on project specifications
- Supervise Project activities to ensure time completion
- Monitor and report project status to management to regular basis
- To co-ordinate with electrical contractor for electrification, execution,

Education

BACHELOR OF TECHNOLOGY- SUCCESSFUL GRADUATED WITH 63.36%

INSTITUTE OF TECHNOLOGY AND MANAGEMENT GORAKPUR U.P. INDIA

MONTH 2014 - MONTH 2019

Successfully graduated as Bachelor of Technology under Electronics and Communication

Skills

- | | |
|----------------------------------|--|
| ❖ MS-Office | ❖ Tally Prime ERP |
| ❖ SAP Ariba | ❖ Data Analysis |
| ❖ Ability to work under Pressure | ❖ Good Understanding of internet tools |
| ❖ Team Work | ❖ Cash flow & fund flow statement |

Certifications

1- FOUR WEEK EMBEDDED SYSTEM (USING AVR), CETPA INFOTECH PVT. LTD LUCKNOW

2- FOR SUCCESSFUL COMPLETION OF INTERNAL AUDITOR TRAINING

ISO 9001:2015 (QMS), ISO 14001:2015 (EMS) AND 45001:2018 (OHSMS)

Technical Skills

- | | |
|--------------|-------------|
| ❖ C-LANGUAGE | ❖ SAP ARIBA |
| ❖ LOGISTICS | ❖ OUT LOOK |
| ❖ Ms. Excel | ❖ MS Word |

Personal Details

Nationality	: Indian
DOB	: 01/05/1997
Marital status	: Single
Visa Status	: Employment
Language	: English Hindi