

AZHAR ABDUL KHADER

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OBJECTIVE

To join an esteemed organization as a professional chartered certified accountant, and apply my best talents and qualifications for its betterment and constant advancement in the industry.

EXPERIENCE

DESIGN CREATIVE

Accountant

[2018 - present]

Main job responsibilities included the following:

- Preparation of weekly payables and receivables report for the management by reconciliation of company statement of accounts with supplier and client statements.
- Project accounting by monitoring progress of projects and approving expenses.
- Investigation variances of project costs and producing project accounts and reports.
- Processing of payments for materials procurement for projects, other expenses and payments.
- Substantiation, analysis, comparison of quoted prices and negotiation with suppliers for optimal prices and credit terms.
- Management of petty cash by analysing and preparing reports on nature of use for projects and other expenses.
- Development of client collection plans by regular negotiation and follow-up, estimating job completion periods and prompt invoicing as per agreement with client.
- Posting of journal entries related to fixed assets, credit notes to invoices relating to sponsorship agreements and other adjustments.

GRANT THORNTON

Audit Trainee

[2015]

Main job responsibilities included the following:

- Working with audit team to plan the audit.
- Examining accounting records, financial statements, and other financial reports to assess accuracy, comprehensiveness, and conformance with reporting and procedural standards.

- Inspecting the account books of a company for analyzing the transactions and efficiency of the accounting procedures.
- Assisting the audit seniors in carrying out quality audit.
- Performing other assurance services to various clients.
- Preparation of working papers, identifying and communicating auditing matters to the manager.
- Collecting and analyzing financial data to detect fraud, violation of laws, regulations and management policies, duplication, etc.
- Communication with the clients to obtain an understanding of the client business.
- Assisting in the preparation of the financial statements.
- Casting and reviewing draft financial statements for arithmetic errors and omissions.

TELECOMMUNICATION REGULATORY AUTHORITY

Internal Auditor (Special Assignment)

[2014]

Main job responsibilities included the following:

- Reviewing checks and tracing back to LPO's, invoices and other documents.
- Reconciling LPO accruals with invoices and checks.
- Preparing reports to highlight issues and presenting it to relevant individuals.
- Inspecting the unmatched LPO's and seeking explanations for old unmatched items and trace these to the accruals.
- For accruals on the computerized list, tracing originals LPO's.
- Inspecting outstanding orders on the 'orders placed' file for any orders completed but not yet invoiced.

OTHER EXPERIENCE

IPSOS

Market Survey Executive

[2017 - 2018]

Main job responsibilities included the following:

- Organizing qualitative and quantitative market survey exercises.
- Setting up of in-person and telephonic interviews with unspecified members of the public.
- Supervision and review of field work performed by subordinate on-field market surveyors.
- Preparation of project reports on progress of survey teams.
- Execution of thorough audit and quality control exercises of on-field market surveyors.
- Assistance of market survey managers in preparation of reports for higher level management.

EDUCATION

Professional Degree (ACCA)

[In Progress]

- *Association of Chartered Certified Accountants*
 - **Semi Qualified Chartered Certified Accountant (9 out of 13 papers)**

Bachelor's Degree (UK)

[2016]

- *Association of Chartered Certified Accountants*
 - **Applied Accounting**

Advanced Diploma (UK)

[2016]

- *Association of Chartered Certified Accountants*
 - **Accounting & Business**

PROFESSIONAL SKILLS

- General comprehension of elementary accounting standards of the **IAS (International Accounting Standards)** such as **IAS 2, IAS 16, IAS 10, IAS 23, IAS 36, IAS 37 & IAS 40.**
- General comprehension of elementary accounting standards of the **IFRS (International Financial Reporting Standards)** such as **IFRS 15 & IFRS 16**
- Knowledge of accounting software such as **Diamond Software ERP** and **Tally ERP.**
- Knowledge of general computer softwares such as **MS Word** and **Excel.**

EXTRA CURRICULAR ACHIEVEMENTS

- CBSE Interschool Athletics cluster **Gold medalist**, Bahrain.
- CBSE Interschool Football Meet **Gold medalist**, Bahrain.

PERSONAL DETAILS

Date of Birth	: 30th September 1993
Gender	: Male
Father's Name	: Abdul Khader
Marital Status	: Single
Nationality	: Indian
Languages Known	: English, Hindi, and Malayalam
CPR	: 930911156
Driving License	: Valid
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