

FAHAD ARIF (ACCA(UK), AAT(UK), Advanced Dipl.(UK)

Adliya, Kingdom of Bahrain

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VISA Status: Employment



Career Objective

Dedicated, Hardworking, Certified Accountant with experience in Accounting, Audit and Advisory, seeking a challenging and responsible position within a company offering an opportunity for professional growth and career advancement and at the same time contribute to organizational success utilizing the skill set gained from previous experience



Profile Summary

Certified Accountant, ACCA (ACCA & AAT) having experience working in different organizations including Professional experience in Audits, IFRS, IAS, ISA's, Internal Controls, Financial Management, Financial Reporting, Assisting in Drafting Financial statements, Accounts Finalization and Business Analysis.



Career Snapshot

BConnected Group of Companies, Bahrain

Finance & Admin Officer

Sector: Advertisement, Events & IT

Jan 2017 – Till Date

Job Description:

- Track the company's financial status and performance to identify areas for potential improvement
- Provide insightful information and expectations to senior management to aid in planning & decision making
- Review financial data and prepare monthly and annual reports
- Liaising and Co-ordinating with Auditors during annual audit
- Implementation & Review of Internal Controls
- Stayed up to date with technological advances and accounting software to be used for financial purposes
- Establish and maintain financial policies and procedures for the company
- Implemented the internal ERP along with the team as per project plan.
- Prepared asset, liability, and capital account entries by compiling and analyzing account information.
- Documented financial transactions by entering account information.
- Maintained financial security by following internal controls.
- Managed customer database, exporting and analyzing.
- Assisted in Events Management and co-ordination
- Co - ordination with HR for employee related issues
- Preparation of Salaries, Annual Leaves and Labour Market Payments

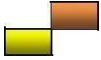
Sayed Khadhem Al Durazi B.S.C. Group of Companies, Bahrain

Mar 2015 – Jan 2017

General Accountant

Sector: Construction, Heavy Equipment hiring, Building Materials & tourism

Job Description:



- Estimating and establishing cost parameters and budgets for purchases. (Procurement Dept.)
- Maintain accurate records of purchases and pricing. (Procurement Dept.)
- Maintain records of purchases, pricing, and other important data. (Procurement Dept.)
- Negotiate the best deal for pricing and supply contracts. (Procurement Dept.)
- Create and maintain inventory of all incoming and current supplies. (Procurement Dept.)
- Costing and reporting to the higher management regarding the purchases.
- Worked in Cost control department as a Costing personnel.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.
- Preparing monthly payroll.
- Keep up with financial policies, regulation and legislation.
- Worked as credit control Officer and managed receivable section of the company
- Verification of Receivables and following up with customers and dealing with their account statements.
- Preparation of daily reports and communicate to the higher management

Volka Foods International

Jun 2013 – Jan 2015

Accounts & Finance Assistant

Sector: Food & Beverages

Job Description:

- Raising Invoices
- Prepare and verify daily reports
- Prepare daily income/sales and prepare daily journal entry
- Prepare all the vouchers
- Preparing cheques and investigating differences
- Management Reporting
- Bookkeeping & Day books postings
- Data input into ERP system

Computer Literacy

- MS Office: Microsoft Word, Microsoft Excel And Power Point
- Tally ERP, Pact Revenue, Paylite HRMS, Sage 50
- Marg ERP, Marg HR Xpert
- Focus ERP, ePMS Real Estate Management System

EDUCATION

Association of Chartered Certified Accountants (UK)

ACCA

Dec. 2014

SKANS School of Accountancy

Advanced Diploma in Accounting & Business (UK)

SKANS School of Accountancy

Aug. 2012

Association of Chartered Certified Accountants (UK)

CAT

Dec. 2010

SKANS School of Accountancy

Faculty of Science

Faculty of science Pre-Engineering

Aug. 2009

Army Public School and College System

Matriculation

Faculty of Science

Sep. 2007

Army Public School and College System

PERSONAL PROFILE

Date of birth : 22/03/1989

Languages Known : English, Urdu and Punjabi

CPR No : 890342806

Marital Status : Single

Nationality : Pakistani

Religion : Islam

Contact Address : Building 442, Block 327, Adliya, Kingdom of Bahrain

REFERENCES

Will be available as required

DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief and I bear the responsibility for the correctness of the particulars

(FAHAD ARIF)