**SHAHID SAEED KHAN.**



**ACCOUNTANT/STOREKEEPER**

TUBLI, BAHRAIN

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**PROFESSIONAL SUMMARY.** An accountant by profession with **bachelor degree** of commerce and more than 4 years of experience as an accountant and store-in charge with construction, transport and consumer goods supplier companies in UAE and Bahrain and very quick learner and familiar with most of the accounting/ERP software and also hold **UAE and Bahraini driving license** that helps me doing my duties. Currently living in Bahrain and seeking for job opportunity.

**Key skills.**

* Good knowledge of TALLY ERP
* Good knowledge of SAP ERP
* Good knowledge of QuickBooks
* Good knowledge of sage Peachtree
* Proficient in major accounting software platforms
* Making Financial statements on monthly, quarterly and annual basis.
* Making detail budget for period of time.
* Superior ability to handle multiple accounting tasks
* Time keeper and store keeper jobs experience.
* Bank reconcialiation, payment and collection of cash.
* Typing of different types of letters on behalf of labor to the management. I. e visa cancel, ticket booking.
* Liaison between the employees and management on different issues.
* exemplary communication skills in written and spoken form
* Attention to detail throughout every aspect of work
* Commitment to maintenance of accounting principles
* Good knowledge of MS-OFFICE/EXCEL, WORD
* **Valid UAE and BAHRAINI driving license and driving experience.**

**Education:**

**1-Bachelor of Commerce -BCOM 2013**

(Bahauddin Zakary Universiy, Multan,Pakistan)

**2-ACCA UK (F1-F3) 2015**

**3-INTERMEDIATE/+2 2011**

(Ali-Cadet college, Kot Addu, Punjab, Pakistan)

**4-MATRICULATION 2009**

Ali Cadet High School, Kot Addu, Punjab, Pakistan

**CERTIFICATES: Microsoft Office** (excel, word, PowerPoint)

**EXPERIENCE:**

**1-SMART SKYLINE CONTRACTING S.P.C, BAHRAIN** AUGUST-2020 TO PRESENT

POSITION: ACCOUNTANT CUM STORE INCHARGE

* Keeping the record of steel, concrete blocks, cement, aggregate and other hardware material coming to site.
* Checking and verifying material delivered whether it is as per purchase order (LPO) or not.
* Negotiating with the supplier for LPO issued for delivery and material type/condition.
* Arrangement for the repair of broken and faulty tools and equipments.
* Arrangements of construction material for site use by writing requisitions to purchase department.
* Keeping track of the requisition whether L.P.O/Purchase order is issued against them or not.
* Petty cash management.
* Recording of the attendance of labor and calculating their salary.
* Keeping the store items record, stock, issue, purchase, transfer, receiving deliveries of material on site.
* Checking of delivery against L.P.O for the warranties, prices and quantity.
* Keeping record of hired machinery and tools.
* Making transfer notes for the material that is going out to other sites.
* Arrangement of fuel for the use of site equipment’s and tools by writing requisitions to purchase department.
* Doing all the storekeeping and accounting activities in compliance with the project director instruction.

Keeping in touch with project engineer and the project director for the material purchased and informing them if there is any issue with purchase process/material delivery issues,Informing the project director and engineer about the stock, purchase, delay deliveries of material issues by keeping their E-mail address in CC

**2-Company: TERNA- CGCE, BAHRAIN** AUGUST-2019-AUG-2020

Position: ASSISTANT ACCOUNTANT.

* Verification of invoices received from suppliers.
* Checking the delivery notes received from purchase department.
* Looking into the purchase order whether the invoices matches the LPO.
* Checking for the terms and condition for payment against invoices.
* Keeping the record of payments made to suppliers against their invoices.

**3-Company: AL-KAABI GROUP OF COMPANIES (RAK, UAE)**  APRIL-2015-JULY-2017

 Position: ACCOUNTANT CUM STOREKEEPER

* Keeping the record of steel, concrete blocks, cement, aggregate and other hardware material coming to site.
* Arrangements of construction material for site use by writing requisitions to purchase department.
* Keeping track of the requisition whether L.P.O/Purchase order is issued against them or not.
* Petty cash management.
* Recording of the attendance of labor and calculating their salary.
* Keeping the store items record, stock, issue, purchase, transfer, receiving deliveries of material on site.
* Checking of delivery against L.P.O for the warranties, prices and quantity.
* Keeping record of hired machinery and tools.
* Making transfer notes for the material that is going out to other sites.
* Arrangement of fuel for the use of site equipment’s and tools by writing requisitions to purchase department.
* Doing all the storekeeping and accounting activities in compliance with the project director instruction.
* Keeping in touch with project engineer and the project director for the material purchased and informing them if there is any issue with purchase process/material delivery issues,Informing the project director and engineer about the stock, purchase, delay deliveries of material issues by keeping their E-mail address in CC while
* To keep the record of each vehicle and its number of trips and expenses
* Receiving cash from the driver of each vehicle and recording of cash and credit trips at the end of each day.
* Payment of cash to the driver of each water tanker d for their fuel and maintenance against their voucher and keeping the voucher in respected files of that vehicle.
* Giving/sending quotations of the sand and aggregate and water to the customer.
* Preparation of sets of accounts at the end of each month,
* Dividing the profit from the transport between the partner owners. other customers and cooking gases.
* Paying the drivers, the fuel expenses of each vehicle against the voucher, and food expense.
* Keeping the record of gases by type and by the size of the cylinders in tally.