



SUMMARY

As an experienced Accountant with 9 years of expertise in both Saudi Arabia and India, I am eager to leverage my skills and knowledge to contribute to the development and success of the organization. My goal is to continuously enhance my professional growth while establishing myself as a key contributor to the organization's prosperity and overall growth.

EDUCATION

University of Burdwan

Bachelor's of Commerce in Accountancy
Honours 2010 – 2013

Professional Skill

Business Diploma in Financial Accounting (C
M C Academy) 2013

Certified Industrial Accountant Plus (I.C.A)
2014

SKILLS

Proficiency in Accounting software (Tally
and Oracle)
Data analysis and financial reporting
Compliance with financial regulations
Understanding of taxation (Vat, GST, Income
Tax, TDS)
Accounts payable and receivable management
Bank reconciliation
Bookkeeping, ledger management and stock
inventory

PASSPORT DETAILS

Passport No : B9496575
Place of Issue : Kolkata
Date of Issue : 29.01.2024
Date of Expiry : 28.01.2034

PERSONAL INFORMATION

Father : Md Gafur
Religion : Islam
Marital Status : Single
Nationality : Indian
Date of birth : 17th Sept 1991
Mother tongue : Hindi
Other language : English, Urdu,
Arabic, Bengali

Accountant

Larsen & Toubro | 7th June 2013-28th Nov
2014

- prepare financial records that track income, expenses, and other data
- Processing invoices and bills payable
- Managing statutory payments like PF, ESI, and other mandatory deductions
- Bank reconciliation and managing cash flow

PROFESSIONAL EXPERIENCE

Senior Accountant

S.A. Ansari & Co. (Chartered Accountant) | 27th Dec 2023-11th Jan 2025

- preparing financial statements and reports
- managing accounting operations and overseeing month-end closing procedures
- Verify, allocate, post and reconcile accounts payable and receivable
- Prepare financial statements and produce budget according to schedule
- Assist with tax audits and tax returns
- Overseeing day-to-day accounting tasks like journal entries, account reconciliations, and general ledger maintenance

Accountant (Saudi Arabia)

Universal Cold Store Food Products Fact. (FMCG) | 25th Oct 2021-30th Oct
2023

- Verifying, allocating, posting and reconciling accounts payable and receivable
- Regularly comparing bank statements to the company's internal records to identify discrepancies and ensure accuracy
- Check up and audit all damage materials in the branch, whether it belongs to suppliers or the company, and to insert them into excel separately and send them to the accounts section
- Matches purchase prices and the returns to direct suppliers, with the purchase order approved by the management, and insert them on Oracle
- Check up and audit suppliers' invoices, and matching them with the receipt invoice on the SIM program
- Handling petty cash book on daily basis and preparation daily cash sales receipt

Accounts Executive

Anam & Associates (Chartered Accountants) | 5th Feb 2017-29th Nov 2019

- Accounted for economic transactions and events on the basis of vouchers
- Ledgers scrutiny and vouching of books of accounts
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends
- Monthly reporting to managers, directors or shareholders about the financial health of a business
- Determination of Sale Tax/VAT, Service Tax, TDS and GST liability and preparation of Quarterly Sales Tax/Vat, GST and TDS return filling
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports
- Timely preparation of budget and analyzing variances and directly reports to management

Accountant (Saudi Arabia)

Panda Retail Company (FMCG) | 15th Dec 2014-15th Dec 2016

- Handling petty cash book on daily basis and preparation daily cash sales receipt
- Preparing financial documents such as invoices, bills, and accounts payable and Receivable.
- Check up and audit all damage materials in the branch, whether it belongs to suppliers or the company
- Prepare a report on the materials withdrawn by the municipality and sent to the department for approval
- Prepare bank deposits, bank reconciliation, general ledger postings and statements

THE UNIVERSITY OF BURDWAN



This is to certify that

Seraj Ahmad

obtained the Degree of **BACHELOR OF COMMERCE**
in this University with Honours on passing the Final
Examination of the Three - Year Honours Degree Course
held in the year 2013 and was placed in the Second
Class in **ACCOUNTANCY**.



A handwritten signature in black ink, likely of the official responsible for issuing the certificate.



S. A. ANSARI & CO.
CHARTERED ACCOUNTANT

11, Rahman Complex, BagheFirdous
Opp. Indian Petrol Pump, 4th Nizampura
Bhiwandi - 421302 (Thane).

Email I'd: saudandcompany@gmail.com

9324982004/8888645000

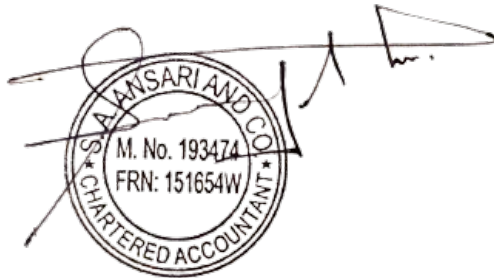
This is to certify that **Mr. SERAJ AHMAD** S/o Md. Md Gaffur was employed with us **From 027th December 2023 To 11th January 2025** as a **Senior Accountant**.

During their tenure with us his responsible for the following duties: Managing general ledger accounts and overseeing month-end/year-end processes. Ensuring compliance with accounting standards (GAAP) and regulatory requirements. Handling accounts payable, accounts receivable, and tax filings. Preparing financial statements and support in audit.

During his tenure of work we always found him consistently demonstrated excellent analytical skills, attention to detail, and professionalism. We recognized him as a reliable and skilled professional, with strong expertise in accounting practices, problem-solving, and team collaboration.

We wish Seraj Ahmad all the best in their future endeavors.

S A ANSARI & CO.
CHARTERED ACCOUNTANT



SAUD AHMED ANSARI
(Mem. No. 193474)
Place: Bhiwandi



23-11-2023

شهادة خبرة Experience Certificate

السلام عليكم ورحمة الله وبركاته ،،،

نشهد نحن شركة مصنع الثلجة العالمية للمنتجات الغذائية المحدودة بأن السيد / سراج أحمد مد غافور . هندي الجنسية يحمل هوية مقيم رقم (2503684157) كان يعمل لدينا بالشركة بوظيفة (محاسب) في الفترة من 25-10-2021 حتى تاريخ 30-10-2023. ووجدناه خلال فترة عمله مخلصاً وأميناً ومجتهداً ونتمنى له عملاً أفضل ومستقبلاً جيداً.

وقد حررت له هذه الشهادة بناءً على طلبه دون أدنى مسئولية على الشركة حالاً أو مستقبلاً.

This is to certify that Mr. SERAJ AHMAD MD GAFFUR , INDIA Nationality with ID No : (2503684157) has worked as an (Accountant) at Universal Cold Store Food Products Factory Company Ltd. From 25-10-2021 to 30-10-2023. During his working period we found him sincere, honest and hardworking. We wish him better employment and good future.

This certificate has given according to his request without any responsibilities in the present and in the future.

ولكم خالص الشكر والتقدير ،،،

مدير الموارد البشرية

خالد غازي العتيبي



	TEL.	TEL.	TEL.	FAX	فاكس	تلفون	تلفون	تلفون	
DAMMAM	8425072	8425599	8425465	8151898	٨١٥١٨٩٨	٨٤٢٥٤٦٥	٨٤٢٦٥٩٩	٨٤٢٥٠٧٢	الدمام
RIADH	2820626	4583118	4113075	4576908	٤٥٧٦٩٠٨	٤١١٣٠٧٥	٤٥٨٣١١٨	٢٨٢٠٦٢٦	الرياض
JEDDAH	6205444	—	—	2800041	٢٨٠٠٠٤١	—	—	٦٢٠٥٤٤٤	جدة



ANAM & ASSOCIATES
CHARTERED ACCOUNTANTS
www.anamandassociates.com

103/104, First Floor, Modern Pride, 409,
Nana Peth, Near Pensionwala Masjid, Pune - 411 002
E-mail : ca.ejaz@anamandassociates.com
+91-20-26050344 / 26050345 / Mob : 9890003304

AHMEDABAD | BARODA | BIKANER | HYDERABAD | JAIPUR | JODHPUR | MUMBAI

CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. SERAJ AHMAD** S/o Md. Md Gaffur resident of Shibpur Bye Lane, Islampara, P.O. Bansberia, Dist. Hooghly W.B. 712502, was employed with us **From 05th February 2017 To 29th November 2018** as Account Executive in the capacity of Account Executive. His responsibility was to prepare journal entries to produce accrual based monthly financial statements. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.

During him tenure of work we always found her punctual, hard working and honest. He discharged her duties with sincerity and devotion. He also bears an excellent moral conduct. We have no problem with him joining any other company.

We wish him all the best in his future endeavors.

For and Behalf of
ANAM AND ASSOCIATES
Chartered Accountants



EJAZ AKHTER

PARTNER
M.NO.:096248

Date 12/01/2017

١٤٣٨/٠٤/١٤ التاريخ :

خدمة شهادة
SERVICE CERTIFICATE

Name	: Seraj Ahmad Gaffur
Nationality	: Indian
ID Number	: 2381357959
Position	: Accountant
Date of Hire	: 15/12/2014
End of Contract	: 15/12/2016
Reason for end of service	: Non-Renewal of Contract

الاسم	: غفور احمد سيراج
الجنسية	: هندي
رقم هوية	: ٢٣٨١٣٥٧٩٥٩
الوظيفة	: المحاسبة
تاريخ التعيين	: 1436/02/22
عمل يوم آخر تاريخ	: 1438/03/15
الخدمة نهاية سبب	: Non-Renewal of Contract

This is to certify that the above named employee has been employed by panda retail Company for the period specified above.

الموضحة الموظف بأن للتجزئة بنده شركة إدارة شهدت أعلاه الموضحة المدة خلال الشركة لدى عمل قد أعلاه هويته بالشركة عمله فترة خلال والسلوك السيرة حسن كان وقد

This certificate is issued upon his request for whatever legal purpose it may serve.

تم وقد ، أعلاه إليها المشار للأسباب خدماته تهتان وقد النظام حسب لاستخدامها طلبه على بناء لشهادة هذه إصدار

،، التحية مع
Best Regards,

Human Resources Department
Panda retail company



شركة بنده للتجزئة | ص.ب ٣٣٣٣٣ جدة ٢١٤٤٨ المملكة العربية السعودية | الدمام السجل التجاري ٢٠٥٠٠٤٧٧٨٥ | رأس المال : ١,٤٥٢,٨٤٠,٠٠٠
Panda Retail Company P.O. Box 33333 Jeddah 21448 | Kingdom of Saudi Arabia | Dammam C.R : 2050047785 | Capital : SR. 1,452,840,000

info@panda.com.sa | www.panda.com.sa



Service Certificate

Name and address of Establishment in / under which contract is carried on : Larsen & Toubro Limited, HCP (V)
Composite pkg-GGSR Site, At - Phulokhari, Dist - Bathinda (Punjab) 151 301

Name and address of Contractor : Apex Logistics
Composite pkg - GGSR Site, At - Phulokhari, Dist - Bathinda (Punjab) 151 30

Nature and Location of work : Construction of Retinery
HMEI, GGSR Project Site, At - Phulokhari, Dist - Bathinda (Punjab) 151 301

Name and address of Principal Employer : HPCL - Mittal Energy Limited.
At - Phulokhari, Tal - Talwandi Sabo, Dist - Bathinda (Punjab) 151 301.

Name and address of Workman : **SERAJ AHMAD**
VILL - SHIBPUR BYE LANE ISLAMPARA,
P.O.- BANSBERIA,
Dist. - Hooghly,
State - West Bengal

Father's / Husband's Name : **MD GAFUR**

Age of Date of Birth : **26/M**

Identification Marks

Token No. **E- 473**

Total Period for which employed : **From 07.06.2013 to 28.11.2014**

Nature of work done : **ACCOUNTANT**

Rate of Wage : Rs. 270.00 Per day
(Rupees Two Hundred Seventy Per day only)

Remarks

1. Efficiency	: Very Good / Good / Satisfactory
2. Attendance	: Regular / Irregular
3. Conduct	: Very Good / Good / Satisfactory

Reason for Leaving Service : Retrenchment / Resigned

P. F. A /C No. : **DL-35117/11953**

BONUS PAID
TILL DATE

Place:Phulokhari

Date : 28.11.2014

APEX LOGISTICS
C/o. Larsen & Toubro Ltd.
ECC Division
GGSR - BATHINDA

FOR LARSEN & TOUBRO LIMITED - E&I

Signature of Workman



Authorised Signatory



CERTIFICATE

This is to certify that

Seraj Ahmad

of

WBMDFC Sponsored Vocational Training at ICA Howrah Centre

has successfully completed the programme entitled

Certified Industrial Accountant Plus with Grade "B"

From

05-Feb-13

to

10-Jun-14

Duration

14 Months

Certificate No.

CTP - 6252

Place :

Kolkata

Dated.

12-Jun-14

Authorised Signatory

The Institute of Computer Accountants

[A Unit of ICA Infotech Pvt. Ltd.]

H.O.: 27, N.S. Road, Kolkata - 700 001



DIPLOMA in Financial Accounting

Awarded to

SERAJ AHMAD

Grade Obtained: A

(Duration: 280 Hours)

Topics:

Introduction to IT
MS Office
Introduction to Accounting
Accord, Tally, FACT
Advance Business Accounting
Direct Tax, Indirect Tax
Soft Skill Training



Manager

(Education & Training)

Student Code: 5306112130639

Cert. No. ENT/802/53061/2013160406



ATATA Enterprise



Head

(Education & Training)

CMC Ltd.

Dated: November 28, 2013

