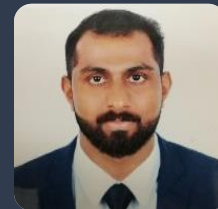


Ajinas Ashraf

Senior Procurement Officer

Experience in Procurement and Finance Consistent performer with strong track record, positive attitude, attention to detail with ability to handle multiple assignments under high pressure.



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WORK EXPERIENCE

- **Senior Procurement Officer** Period: June 2020 to Dec 2022
Cubetiq International Trading and Maintenance W.L.L, Doha Qatar
 - Responsible for vendor invoice review, submission, and payment. Analyzed RFQ s to determine customer requirements.
 - Preparation of procurement plan, Preparation of procurement register and implementation of procurement plan, Evaluation of supplier management.
 - Provide innovative, strategic and complex sourcing strategies for categories (i.e., various pricing mechanisms) that support the needs of the business and contribute to Procurement's overall savings target.
 - Sourcing for the organizing materials, works & service's needs.
 - Responsible for all communication with project team through procurement status reports.
 - Created detailed expense reports and request for capital expenditure.
 - Managed office supplies, vendors, organization and upkeep.
 - Ordered and distributed office supplies while adhering to a fixed office budget.
 - Planed and coordinated logistic and materials for Projects, meeting and staff events.
 - Become familiar with key accounting elements necessary to complete procure to pay transactions and support related analysis as needed.
 - Supervise provision of all required shipping documents (COO, B/L, Invoice and packing list) for shipment dispatch.
 - Seek shipping/ freight forwarding companies from supplying countries & negotiate rates / fees etc.
- **Purchase Controller & Senior Accountant** Period: June 2019 to May 2020
Saad Al Kaabi Steel & Aluminum Co. W.L.L, Birkat Al Awamer, Qatar
 - Researched different vendors and negotiated the purchase of best quality products at most cost-effective prices.
 - Develops and maintains inventory databases for supplies and materials used.
 - Maintains knowledge of trends, prices, buyers, and delivery conditions to anticipate future material availability; directs purchasing programs accordingly.
 - Issued all purchase orders and expedited shipments to meet production schedules.
 - Collaborates with sales, customer service, and logistics departments to maximize efficiency in the purchasing and inventory control department.
 - Performed timely payment of all freight bills and processed all receiving documentation.
 - Assessed and resolved issues pertaining to billing, returns and repairs.
 - Overseeing and supervising

employees and all activities of the purchasing department. • Negotiated all vendor/buyer contracts to achieve and analyze the best price. • Purchase order process against MRF Approval project department, and assigning material project base. • Trained and supervised junior accountants to comply with procedures. • Prepared and assisted with general ledger (journal entries) analysis and analyzed and assisted with month and year-end reports. • Reviewed and assisted with monthly bank reconciliations. • Prepared journal entries, reconciliations and trend analyses as required for monthly close. • Managed and ensured accuracy of revenue, receivable and expense accrual accounts. • Created invoices and provide status reports to Management and Project Department Progress Updating. • Inventory controlling & issuing monthly project base consumption. • Provided financial statement reporting guidance and support to the Department Managers.

○ **Senior Accountant** - Period: May 2017 to Jan 2019

Saad Al Kaabi Steel & Aluminum Co. W.L.L - Industrial Area, Qatar

- Developed procedures for new accounting conversion software that was used by other departments to streamline general ledger reconciliations and saved 10 hours a week in staff hours.
- Prepared and analyzed data monthly for departmental expenses for individual compare to budget and to ensure accuracy of data when posting journal entries to General Ledger.
- Prepared weekly, monthly and quarterly reporting schedules for Finance review.
- Analyzed and adjusted uncollectible accounts on a monthly basis.
- Reconciled and Analyzed Balance Sheet accounts (Bad Debt Reserve, Prepaids, Deferred Revenue, etc.) for Year-end close.
- Reviewed AP vouchers to ensure the accuracy of invoice payment, and etc.; assisted in reviewing journal vouchers and reconciliations.
- Preparing project billing, Posting Journals, Receipt, Payments, Petty cash entries & Bank reconciliation.

○ **Accountant** - Period: Feb 2015 to Nov 2016

Al Jazeera Water Factory – New Industrial Area, Qatar

- Prepare weekly Estimated Final Cost forecasting, variance analysis and reporting.
- Supervised production assistants and coordinated series production meetings.
- Processed payroll for all employees including producers, production crew and freelancers.
- Maintained accurate vendor and client records and track all division expenditures.
- Managed Accounts Payable and Account Receivable and Collections for the division processing revision and generated custom.
- Received and deposited cash and check payments as well as reconciled records and bank transactions.
- Managed the purchase of raw materials and supplies and documented Expenditures.
- Preparing project billing, Posting Journals, Receipt, Payments, Petty cash entries & Bank reconciliation.

○ **Accountant cum Purchase Assistant** - Period: Sep 2013 to Jan 2015

Jabel Uhoud Electrical Eqpt. & Bldg. Co. W.L.L – Doha Qatar

• Maintaining accounting entries (Journal, Receipt, Payment, Petty Cash, Purchase, Sales). • Process all purchase orders for Engineering, Maintenance and Stores Departments. • Analyzed vendor invoices and cross-checked it with the quantity received. • Coordinate with project department for invoice processing. • Maintain an up-to-date and accurate petty cash fund. • Assisting & Preparing Balance Sheet, Profit and Loss Statement, Cash Flow Statement and other reports.

○ **Assistant Accountant** - Period: Oct 2012 to Mar 2013

Al Karmel Trading Co. W.L.L – Doha Qatar

• Managed Accounts Payable, Accounts Receivable. • Completed monthly bank reconciliation and cash reconciliation statements. • Prepare and post transactional vouchers with supporting documentation. • Managed and recorded company expenses. • Received and deposited cash and check payments as well as reconciled records and bank transactions. • Handled invoices from vendors as well as customers on a daily basis.

○ **Assistant Accountant** - Period: Feb 2011 to Mar 2012

Ajmi System Solution W.L.L – Doha Qatar






• Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders. • Coordinate with the inventory accountant and maintain accurate and updated Inventory accounts. • Verifying financial statements, ledgers and accounts and making corrections where appropriate. • Maintain an up-to-date and accurate petty cash fund.

SKILLS

❖ Good Communication	❖ Team player with an ability to work on own initiative
❖ Proficient in Microsoft Office (Excel, Word, Etc...)	❖ Keep Supplier Relationship
❖ Teamwork Ability	❖ Stock Monitoring
❖ Strong Negotiation Skill	❖ Logistic & Shipment Tracking
❖ Supply Chain Evaluation	❖ Inventory Control
❖ Efficient Time Management	❖ General Accounting
❖ Strong decision-making skills and able to objectively use information gathered from research to make purchasing decision.	❖ Accounts Payable & Receivable Managing
❖ Ability to prioritize work, and achieve deadlines	❖ Petty Cash Handling Journal & Reconciliation
❖ Excellent attention to detail and organizational skills	❖ Expense Monitoring

Language Skills: English, Hindi, Tamil & Arabic

PROCUREMENT SUPPORTING PROJECTS

-  WATER SECURITY MEGA RESERVOIRS PROJECT – Al Wakrah-Wukier, Doha-Qatar
-  Lusail Stadium Project – Lusail, Doha-Qatar
-  DOHA OASIS PROJRCT – Musheirib, Doha Qatar
-  UNDERGROUND CAR PARKS 1,2,3A&3B in AL-BIDDA PARK – Doha-Qatar
-  ABRAJ QUARTER PROJECT – The Pearl, Doha Qatar

EDUCATION

- Higher Secondary - University of Calicut
- Bachelor of Commerce (Not Completed) - University of Calicut
- Diploma in Computerized Accounting Package - G Tec Education

PERSONAL DETAIL

Passport No. S5284397

Expire Date: 13-09-2028

Visa: Qatar Residence

License: Qatar & India

REFERENCE

SHIEKH KHALID HAMAD JASSIM HAMAD AL THANI

CHAIRMAN

AL JAZEERA WATER CO. W.L.L