

Farhan Akbar

Accountant

✉ Email: Farhan.kable@gmail.com | ☎ Contact: +91-7517584219

LinkedIn Profile: www.linkedin.com/in/farhan-kable-6b8327238



Career Summary:

- A professional with 6 years of experience in the field of Accounts.
- Proficient in various competencies like Advanced Excel, SAP, ERP, Inventory and Payroll.
- Previously Worked as Branch Accountant at Tamimi Markets and Commercial Assistant at DBB Contracting LLC.

Work Experience:

Branch Accountant **Tamimi Markets - KSA**

Sep-2019 – Nov-2021

Apr-2023 - Dec-2023

- Accounts Payable: vendor invoice entry in Sap Software, receive all the invoices from the receiving department along with all the supporting documents against the goods received on a daily basis and ensuring all related invoices are accounted for.
- Accounts Receivable: Sending Statement of Account to debtors .follow up with them for payment, collect payment by check or bank transfer, and clear the their account.
- Bank reconciliation credit and debit card payment weekly
- Petty cash payment and preparing expense vouchers for reimbursement of the store, regional office, and maintenance department.
- Custodian of a change fund of around 500000 riyals, providing a change fund to store.
- Providing cash salaries to store employees, cash payments against the FDA, and advances to newly joined employees and the owner's authorized persons.
- Validating payroll against run results to ensure the correctness of calculations by time card, biometric raw data, approved overtime, etc.
- Auditing the daily cash journal, sales and cashier closing reports, Cash-paid-out documents, credit customers, returns, calling cards, and gift vouchers.
- Store safe cash, expenses, and cash advance counting weekly.
- Inventory counts of non-fresh items at different branches of the market twice a week by uploading the count to the scanner.
- Fresh Items Inventory Counting every month, count sheet printing, involving physical counting of fresh departments, data entry in SAP, data analysis, recounting, correction, and posting.
- Fixed asset movement documentation, verification, asset tagging, and verification of store merchandise stock transfer (smst) and store inter-department transfer (sidt).
- Surprise visit at the receiving floor to check whether the receiver is receiving properly without committing any fraud and look at waste items before dumping and reviewing the distressed report.
- Monitoring the receiver to see if he is counting the stock, reviewing expiry dates, damaged items, and over or short delivery. Quality of the product, etc.
- Coordinating with the head office when a customer is overcharged to get a refund for the customer
- Monitoring of Click and Collect Store payments, completed, canceled, and returned orders.
- Warehouse shipping check of 10 deliveries to store from warehouse as per the orders, loading sheet check, and gate pass.
- Look into system stored item location correctness (reserved, picking bin, frozen, fifo rack, etc.).

- Project labor, plant activity and hour booking, cost coding, segregating phase-wise, reconciliation of the number of labor hours and plant at site with ephr and site daily progress report.
- Preparation of contra charge for the labor work and materials, plant used by subcontractors.
- Cost comparison report of internal and hired labor, and labor invoice approval, and preparation of the payment certificate.
- Rental staff invoice approval with timesheets, LPO, and preparation of payment certificate. Staff cost reconciliation with the accounts staff cost report.
- Site internal and external plant invoice approval and processing for payment.
- Project material cost coding in the material receipt sheet received by the storekeeper. Segregation it into the cost of office furniture, tools, electrical, sanitary ware, office and pantry consumables, safety, etc.
- Petty cash reconciliation, Verifying materials booked with the project cost report,
- Approval of the invoice after reconciling it with the requisition, local purchase order, delivery notes, goods received note, etc.
- Making of cost transfers. Ensuring all project costs related to a period are considered in the same period.
- Updating subcontractors, suppliers, rental labor, and staff payment certificates in build smart cost accounting software.
- Follow-up of payments from suppliers and subcontractors with the accounts department.
- Contract preparation of hiring labor and staff suppliers, tracking of invoices, payment certificates, document control, etc.

Education:

- Post Graduate Diploma in Financial Management • 67% Welingkar Institute Of Management, Mumbai 2014.
- Bachelor of Commerce • 71.14 % Mumbai University, India in 2013.

Skills:

- **MS Excel** : Vlookup, Hlookup Xlookup, Pivot Table, Flash Fill ,Combining and splitting workbooks ,Index Match, Nested if , Vstack ,Advance Filter, Advance Sorting, Condition formatting, Data Validation, Data Consolidation, , Dashboard, Macro, Sum if, Count if, Sum product and Other Advance excel Function
- **MS-Word** : Mail Merge, Comments and Track changes, SmartArt, File Permissions and Protection, Page breaks , Bookmark, Hyperlink, Cross References , Indentation, tabs, bullet and numbering, line Spacing, Quick Parts, Fillable Form , Table of Contents , Footnotes and Endnotes.
- SAP FICO, ERP and BuitSmart.

Personal Particulars:

- Age: 34 yrs.
- Marital Status: Married
- Current location: Mumbai, India
- Languages: English, Marathi and Hindi
- Passport No: L8855402
- Driving License: UAE- Expired (10-2020)
- Availability to join: Immediately