



JASIM JAFAR ANANGARATH

ACCOUNTANT

PERSONAL PROFILE

Ambitious, hardworking and always striving to achieve the highest possible standards in any assigned task. I have the ability to exercise good judgment in a variety of situations, I have the ability to build friendly working relationships and strong communication skills. I am looking to implement my experience in a new role.

CONTACT



Doha - Qatar



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(974) 50742760

EDUCATION

Association Of Chartered Certified Accountant (ACCA)- Partly Completed- 7 papers of 13- Pursuing

Bachelor of Business Administration (Faculty In Commerce) Calicut University, 2017

EXPERTISE

- Invoice & Payment Processing
- Processing expense requests
- AP, AR Adjustments & Credit Control
- Cash book maintenance
- Maintaining the company purchase and sales ledgers
- Banks reconciliation
- Liaising with third party providers, clients and suppliers
- Intercompany reconciliation
- Year End Financial Reporting of Multiple Division in the Group
- Bookkeeping

WORK EXPERIENCE

Accountant, ALMUFTAH GROUP - Qatar

Sep 2020 – Till Present

- Process a high volume of vendor invoices and ensured timely and accurate payments.
- Verify and reconcile vendor statements, resolving any discrepancies to maintain strong vendor relationships.
- Assist with the preparation of financial and statistical statements and reports.
- Prepare and present monthly financial reports to senior management, providing insights into payables performance.
- Working closely with Accounts Payable Head for implementing Electronic Fund Transfer (EFT)
- Interpret and apply accounting policies, rules, and regulations to all work in order to ensure compliance with applicable standards. (As Per IFRS)
- Compile and prepare routine reports and summaries.
- Provided training and guidance to team members on utilizing Oracle Fusion for accounts payable tasks.
- Recording and processing all financial and accounting practices, including profit and loss reports.

PERSONAL DETAILS

Date of Birth: Jan 16th, 1996
Nationality: Indian
Marital Status: Married

PERSONAL SKILLS

Communication Skills
Interpersonal Skills
Listening Skills
Customer Service Skills
Organizational Skills
Problem Solving Skills
High level of accuracy
Analytical skills
Data Entry
Mathematical Accuracy

TECHNICAL SKILLS

Microsoft Office 365
Oracle Fusion
Peachtree
QuickBooks
Online Banking
WPS

Accountant, Infosat Trading And Contracting, Qatar
Feb 2020 – Sep 2020

- ♦ Provide accurate, timely, and relevant recording, reporting, and analysis of financial information.
- ♦ Identify areas for improvement and implement improvements to processes.
- ♦ Assist with and act as the primary point of contact for auditor requests.
- ♦ Handle sensitive information in a confidential manner.
- ♦ Reconciling the company's bank statements and bookkeeping ledgers.
- ♦ Completing analysis of the employee expenditures.
- ♦ Filing taxes and other financial obligations.
- ♦ Initiating and managing financial and accounting software used by the company.
- ♦ Complying with all company, local, state, and federal accounting and financial regulations.
- ♦ Creating periodic reports, such as balance sheets, profit & loss statements, etc.
- ♦ Presenting data to managers, investors, and other entities.
- ♦ Assisting management in the decision-making process by preparing budgets and financial forecasts.

LANGUAGES

English (Fluent)
Arabic (Beginner)
Hindi (Fluent)
Malayalam (Native)
Tamil (Intermediate)

OTHERS

- ♦ Qatari Driving License
- ♦ QID available with NOC