

RESUME

Imran Ali

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Career Objective

To start my career as chartered accountant with a well known organization to contribute in growth and brand image via using my accountancy skills and legal knowledge.

Career Summary

- A dynamic and sincere professional with 1 years experience in accounts field.
- Excellent financial accounting knowledge.
- Excellent knowledge of Accounts Payable & Receivable processes and procedures.
- Experience in using SAP and other similar accounting systems.

Educational Qualification

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|--|--------------|
| • Associate certified chartered accountant (ACCA). | Pass in 2016 |
| • Foundation in accountancy (FIA) | Pass in 2014 |
| • Intermediate (PRE ENG) | Pass in 2012 |
| • Matriculation science | Pass in 2010 |

Key Responsibilities Handled

- Prepared Vouchers, Banking, BRS, Billing, Proprietorship, Partnership Firm.
- Prepared Income Tax Computation, TDS, Service Tax, Assets Schedule, Audit Report.
- E-filing of Income Tax return.
- Preparing sales invoices & the upkeep of an accurate accounts filing system.
- Preparation and input of month end journal vouchers.
- Inputting, matching, batching and coding of invoices.
- Preparation of various reports for senior managers.
- Responsible for financial accounts including budgets and cash-flow.
- Responsible for KPI analysis and evaluation of costs and margins.
- Conversant with PAYE and VAT reconciliations.
- Conducting regular business reviews of financial performance.
- Proactively identifying business improvement opportunities.
- Fixed Asset accounting, reconciliations and depreciation journals.
- Ensuring that information is accurately collated & entered into systems.
- Preparation of bi-weekly invoice and expense claim payment runs.

- Assist in the preparation of monthly balance sheet account reconciliations.
- Inputting of supplier invoices and employee expense claims to the ledgers. Maintain of all type accounting vouchers entry.
- Maintain bank reconciliation Statement and Reconciliation of Debtors & Creditors
- Maintain books of accounts in Tally
- Maintain Internal Audit: Store And Accounts Book,
- Calculation of Monthly SaleTax/Vat,TDS Deposit Tax Challan
- Preparation of Quarterly SaleTax/Vat,TDS & Filling Returne

Computer skills

- Good Knowledge in computer related operations.
- Windows XP, Vista, Windows 7.
- MS 2007-Word, Excel, Power Point, Publisher.
- Adobe Page Maker,Adobe Acrobat Reader Professional version.
- Internet Operations & E-mail handling.
- Tally ERP-9

Interests and Hobbies

- My hobbies include a strong love for playing cricket
- Reading knowledgeable books.

Personal Details

Date of Birth: July301993
Languages known: Arabic, English, Urdu
Address: Eirad travel kilo 8 jeddah ,ksa