

Abdul Haseeb

Date of birth: 29/01/1989

Nationality: Indian

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Email address: haseebpannicode@gmail.com

Languages known: English | Hindi | Arabic | Malayalam

QID: Transferable | Light Driving License



Profile

Accountant

Results-driven and detail-oriented Accountant with over 13 years of experience in financial management, accounting, and analysis. Adept at handling accounts payable and receivable, financial reporting, payroll processing, and cash flow management. Seeking a challenging role in a dynamic organization where I can leverage my expertise in financial analysis, budgeting, and compliance to contribute to business success and operational efficiency.

Work Experience

01/2017 – present
Qatar

Accountant | Light Contracting and Maintenance | Doha

- Prepare accurate and timely financial statements for auditing and internal reporting.
- Manage accounts receivable and ensure timely payment collection from clients.
- Process invoices, purchase orders, and quotations while maintaining financial accuracy.
- Oversee monthly payroll processing and ensure compliance with WPS regulations.
- Monitor and manage cash flows to maintain liquidity and meet financial obligations.
- Perform bank reconciliations and ensure general ledger accuracy.
- Verify documentation and approvals for payment processing in compliance with company policies.

07/2010 – 12/2016
Qatar

Accountant / Public Relations Officer (PRO) | Injaz Marketing & Real Estate Co. WLL | Doha

- Reconciled bank statements and financial transactions to ensure accuracy. Resolved accounting discrepancies and maintained compliance with financial regulations.
- Processed salaries and transferred payments through the WPS system. Managed petty cash operations and procurement transactions.
- Liaised with banks, clients, and suppliers for financial and operational matters. Handled MOI documentation, including RP renewals, RP cancellations, visa processing, and work permits.

06/2009 – 05/2010
India

Assistant Accountant | Ashique Enterprises | Calicut

- Prepared financial statements and account reconciliations.
- Processed payroll and ensured timely salary disbursements.
- Generated and submitted invoices for client payments.
- Monitored vendor accounts and followed up on pending payments.



Education

- Bachelor of Commerce (B.Com) | Calicut University | 2009



Key Competencies & Skills;

Financial Reporting & Analysis - Preparing financial reports, statements, and insights for decision-making.

Accounts Payable & Receivable Management - Handling payments, collections, and maintaining accurate records.

Budgeting & Forecasting - Developing financial plans to optimize resource allocation.

Taxation & Compliance - Ensuring adherence to tax laws and regulatory requirements.

Payroll Processing & WPS - Managing salary disbursements and compliance with WPS regulations. Bank

Reconciliation & Ledger Management - Ensuring accuracy of financial transactions and account statements.

Cost Control & Expense Management - Monitoring and minimizing costs to maximize profitability.

Cash Flow Monitoring & Financial Planning - Managing liquidity to meet financial obligations efficiently.

Auditing & Internal Controls - Implementing financial controls and preparing audit documentation.

Procurement & Vendor Coordination - Managing supplier relationships and procurement processes.

General Ledger Accounting - Recording and maintaining financial transactions accurately.

Invoice & Billing Management - Generating invoices and ensuring timely billing.

Proficiency in Tally ERP & Microsoft Office - Utilizing financial software for accounting and reporting.

Public Relations & Negotiations - Engaging with stakeholders for financial and operational matters.

MOI Document Processing & Visa Handling - Managing legal documentation, visa renewals, and work permits.



Certifications & Courses

- Diploma in Computerized Financial Accounting (DCFA)
- Tally ERP Certification, QuickBooks Online



References

Available upon request.

