



ZULQARNAIN SIBTAIN

CURRICULUM VITAE



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Current Residency: Al-Khober Kingdom of Saudi Arabia

A BIT ABOUT ME

A committed and hardworking person with experience of working in Business Units group accounts. Knowledge of developing, implementation and maintaining effective credit control systems. Highly focused on the issues such as reviewing group credit control procedures and implementing enhancements where required. Looking for to join a reputable organization that offers excellent opportunities for progression and career development.

AREA OF EXPERTISE

- Accounts Receivables
- Accounts Payables
- Petty Cash
- Maintenance of Books of Accounts

PROFESSIONAL SKILLS

- Microsoft Office
- Microsoft Power BI
- HTML Windows & Linux
- Hardware & Software
- Internet + E-mail
- Oracle JD
- ERP

WORK HISTORY

Accountant (Accounts Receivable and Inventory Control)

Bayt al Tawazun Holding Co

Rashed Abdul Rahman Al-Rashed & Sons Group (RAR)

Head Office, P.O. Box 99, Al Khobar 31952, Saudi Arabia

Aug 11, 2010 to Present

- Responsible & preparation of consolidated AR dashboard for management monthly review.
- Weekly reporting of overdue accounts ensures weekly call out of critical issues and create flash report so to draw management attention on potential credit risks
- Responsible for review on AR dashboard and suggesting action plans to reduce debtor days (DSO).
- Prepare Various Accounts Receivable Management Reports. (i.e. Aging, Credit Limit analysis, Provision Movement, Non- Moving Customers).
- Provide assistances to Alrashed Business Units as whether to offer credit to a new customer by reviewing BTH group credit customers database.
- Establish and maintain relationships with new/existing customers.
- Identify accounts that required special internal audit department attention or investigation.
- Provide feedback on customer's credit status and potential bad debt risk. Monitor actual collections, customer DSO and aging debt against budgeted.
- Deal with internal queries regarding overdue balances and collections and generate reports to help monitor account movement and collection activity.
- Manage write offs, bad debt provisions.
- Perform periodic credit reviews.
- Analyze receivables of holding co particularly Non- Moving and over 120 days and Over 1-year aged receivables.
- Recording monthly transactions for Head Office and Business Units i.e. Bank Receipts and Bank Payments in Financial Accounting Software.
- Preparation of all Bank Reconciliation Statements
- Reconciliation of Inter Company, Holding & Group Treasury Accounts
- Prepare all Debits and Credit Advices for Business Unit's and for Holding Company
- Checking & Recording holding company Accounts Payables & maintain Head Office Vendors accounts in Account Payable accounting module.
- Initiate SADDAD Payments and Prepared its Bank Reconciliation.
- Checking monthly Employees Loan Deductions and then Integration into Oracle Financial Software from OFOQ Payroll System.
- Maintaining Fixed Assets Register.
- Checking the final payroll list (uploaded in Arab National Bank Online portal) with final payroll list received from Payroll department

RESEARCH WORKS

- Final Degree awarded Thesis on "Competition in the airline industry in Pakistan and the importance of Low Cost Carriers"
- Worked as a Volunteer in (NATIONAL VOLNTEER MOVEMENT) for the CITY DISTRICT GOVERNMENT OF LAHORE for the Clean Pakistan Campaign. November 2006 To March 2007
- Child Work and Schooling in Pakistan— To what extend poverty effect.

ACTIVITIES & INTEREST

Internet:

Financial Management, Computer, Cricket, Watching T.V (News on views), Listening Music

Behavior:

Ability to lead, and coordinate; Good team-worker, Result Oriented; Punctual and regular

PERSONAL INFORMATION

Citizenship: Pakistani
Date of Birth: 17 Dec 1983
Passport Number: AD5766732
Gender: Male
Marital Status: Married
No of Dependents: 2
Permanent Address: House No, 32-A/8, Street No, 45, Sharif Park Multan Road, Lahore Pakistan
Valid Driving License: Kingdom of Saudi Arabia
VISA: Company Provided

REFERENCE

Will be furnished upon request.

Accounts Officer NISHAT MILLS LIMITED

5km, Nishat Avenue, Off 22 km, Ferozepur Road, Lahore Pakistan

Feb 14, 2008 to Aug 06, 2010

- Preparation of Cash Receipt, Cash Payment, Bank Receipt, Bank Payment Vouchers
- Advance Payments on Imports (Open Market and Banks)
- Verification / vouching of all debit advices related to advance payment
- Valuation of All GRN'S (Stitching accessories, Spare Parts & Packing material's) related to advance payments & L/C
- Submission of import documents to State Bank of Pakistan within 120 days of advance payment Dealing with bank executives for resolving the matters
- Reconciliation of all creditors accounts related to advance payment
- Preparation of Bank Reconciliation Statements
- Handle Payment's through Telegraphic Transfer (T/T) & L/C
- Arrangement of pay orders related to import duties, sales tax, shipping charges, wharf age
- Mark-Ups (Calculation, Verification, Vouching, & Payments)
- Transporters, Sea/Air Freight-Domestic/International (Verification, Vouching & Payments)
- Timely submission of import zero rated & F.E.D Details & Sales Tax Invoices to Sales Tax department
- Purchase Invoices of Services & Goods (Vouching, Payments & Adjustments)

Trainee Accountant

Mazhar Ali Khan & Company (Chartered Accountants)

3RD FLOOR HAJVERY COMPLEX, 2- MOZANG ROAD, LAHORE PAKISTAN

October 01, 2004 to March 31, 2005

- Maintaining the daily accounting transactions and update the records on an on-going basis
- Maintain the accounts in Tally accounting package
- Maintain the Clients database.
- Physical handling of cash entailing and payments.
- Preparation and maintenance of general Ledgers, cash books & bank books & their reconciliations
- Preparation of Staff payroll.
- Perform field Audits along with Senior Auditors for obtaining Audit Samples.

EDUCATION

2005 to 2007

Master in Commerce Majors (Accounting & Finance)

University of Central Punjab Lahore Pakistan
CGPA 3.58 out 4.00

2002 to 2004

Bachelor of Commerce (I.T)

Punjab College of Commerce Lahore Pakistan

2000 to 2002

Intermediate in Computer Science

Jinnah Islamia College, Town Ship Lahore Pakistan

1998 to 2000

Matriculation in Science

Government Central Model High School Lower Mall Lahore Pakistan