**DB SCHENKER ACCOUNTANT RESUME**

Emma Wall

Email address: hello@kickresume.com

Phone number: 555-555-5555

**Profile**

Accountant with functional skills coupled with over all personality development to ensure excellent prospects in the fields of Finance / Accounts / Internal Audit / Taxation / Banking / Back End Office administration to effectively make use of my five years of rich work experience and more over a keen analyst, results driven, decisive leader with verifiable success in people management and a effective communicator. Adaptive to highly competitive situation team work culture and People Management. Proven track record of significant improvements in processes and maintaining a positive work environment. Possess credibility & personal integrity, motivate employees. Effective team player with good communication skills with flexible and detail-oriented attitude with the ability to interact effectively with people of diverse nationalities across the globe.

**Work experience**

**06/2017 - present, Accountant, Qatar Trading & Contracting Group -MSFJV, Doha, Qatar**

Inner Doha Re-Sewerage Implementation Strategy Project (IDRIS - QTCG MSF-JV) & Industrial Area Road Project.

* Processing Invoices of Suppliers, Sub-Contractors.
* Pre-analysis of the monthly cash flow forecasts to assess and appraise the management over the forecasted financing requirements for the project.
* Preparing accountant’s report, forecast report, proforma balance sheets and future projections reports.
* Review reports of Accountants from Project site offices.
* Performing monthly analytical review on expenses to monitor major spending, reasonableness accuracy and completeness.
* Forecasting expenses for the Project finance departments.
* Preparing and posting monthly accruals, provisions and cost allocations.
* Following up invoices made or bills raised for the construction work performed.
* Negotiate terms with suppliers and Sub Contractor after researching competitive pricing, market ability and other factors affecting the pricing structure.
* Maintaining cost centers and GL account codes.
* Preparing and posting monthly accruals, provisions and cost allocations.
* Payment Processing for suppliers & Sub Contractors.
* Petty Cash Management.
* Monthly Reporting & Preparation of Cash Call Report.
* Technically sound on Delta Accounting Package ERP software.

**02/2011 - 05/2017, Accountant, Qatari Diar Vinci Construction (QDVC), Doha, Qatar**

Sheraton Car Park Project 2600 car parking facility, Lusail Monorail Track Project, Doha Metro (Red Line South- 7 billion Qatari Riyals Project)

* Processing Invoices of Suppliers, Sub-Contractors and Foreign Third-Party Vendors.
* Preparation of payment through cheques and Bank transfers for Local/ Foreign.
* Suppliers and Subcontractors in Qatari Riyals and foreign currencies.
* Preparation of billing, allocation and recovering of payments from sub -contractors & suppliers.
* Petty cash management and expenses back charges within sites and Head Office and Sub –contractors.
* Payroll Processing Including Time and Attendance Reports.
* Arranging accommodations for newly joined Employees, Clients& official missions.
* Solid knowledge of Elodie Accounting System used for Accounting process.
* Remarkable knowledge on Cost Control, MS Excel, Fixed Assets and Inventory control.
* Exceptional ability to communicate effectively with Suppliers/Sub –Contractors and bank with regards to official transactions.
* Technically sound on Finalization of Accounts and assisting external auditors.
* Familiar with Joint Venture Accounts and suppliers’ reconciliations.
* Familiarity with International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Principles (GAAP) and local regulatory requirements.
* Familiar with IFRS 15 and Construction Contracts.
* Post – general ledger “record” accounting such as assistance with period close, trial balance. compilation, reconciliations, and data gathering and analysis.
* Reconciliation of the payroll records with accounting system and filed returns (ensures correct amounts are recorded in General Ledger).
* Preparation of monthly cash flow forecast to manage timeliness of payments and availability of cash to make payments.
* Record all accounting records and financial statements that are transacted and authenticated by the company in a financial year.

**05/2008 - 10/2010, Accountant, Glitz Vision Private Ltd, Bangalore, India**

* Preparation of cash flow and monitoring the variations.
* Handling banking activities like, LC's, Bank Guarantees, Bank Reconciliation etc.
* Liaise with Banks for day today matters.
* Fixed Assets and Inventory control.
* Liaise with Internal/External Auditors.
* Scrutinizing of payroll.
* Providing inputs for Annual Budget.
* Preparation of various MIS reports for the Management.
* Follow-up of Account Receivables.
* Verification, Settlement and Reconciliation of supplier’s invoices.
* Assisting in Finalization of Accounts like Profit and Loss account, Balance Sheet etc.

**Education**

05/2012 - 06/2014, Master in Business Administration (Finance), National education Centre, Doha, Qatar

05/2004 - 06/2008, Bachelor in Commerce (Marketing), Bangalore University, Bangalore, India

03/2003 - 04/2004, 12th Grade, Indian Islahi Islamic School, Abu Dhabi, United Arab Emirates

**Skills**

* English
* Hindi
* Tamil, Kannada, Malayalam
* Advanced Excel
* MS Word
* MS PowerPoint
* SAP
* Elodie Accounting Package
* Delta ERP Package

**Cognitive traits**

* Planning Speed - 91%
* Distraction - Freedom from Distraction (Speed) - 79%
* Flexibility in Multitasking - 73%
* Emotional traits
* Effort for High Reward - 67%
* Effort for Low Reward - 45%
* Effort with High Chance of Success - 42%
* Effort with Low Chance of Success - 37%

**Social traits**

* Altruism Preference - 100%
* Learning from Mistakes Well - 89%
* Risk Learning from High Risks - 74%
* Risk Learning from Medium Risks - 64%