

CONTACT

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EDUCATION

- FCCA (June 2011)
Association of Chartered Certified Accountant (ACCA) (UK)
(Member)
- CAT (June 2007)
Association of Chartered Certified Accountant (ACCA) (UK)

SKILLS

- Microsoft Dynamics
- IFS Application (ERP system)
- Microsoft Office
- Reporting Standards (IAS/IFRS)
- Financial Analysis
- Financial Statements
- Patient, self-motivated and devoted
- Leadership
- Analytical and problem-solving

PROFILE

Certified Chartered Accountant with an 11 years of experience in Accounting and Finance comprising handling the company Accounts payable and Receivable, Payroll, Budget Reconciliation, Vendor payments, Vendor Reconciliation, Imports, Pricing, Sales Accounting, Bank Reconciliation and Managing Audits. Possess an ACCA (UK) certification and expertise in Microsoft Office. Looking to contribute the best of my knowledge and abilities; towards the growth and development of a progressive company.

PROFESSIONAL EXPERIENCE

Senior Accountant

Jun 2024- Oct 2024

Forvis Mazars – Qatar

Qatar Stars League (QSL) (Client)

- Processed and recorded accounts payable transactions, including vendor invoices and employee reimbursements.
- Reconciled vendor statements to ensure accuracy and resolve discrepancies promptly.
- Maintained a comprehensive accounts payable ledger.
- Generated regular reports on accounts payable for management.
- Managed payment requests for league expenses, salaries, and authorized disbursements.
- Prepared and reviewed payment vouchers for compliance with league policies.
- Organized tracking systems for payment approvals and supporting documentation.
- Assisted in maintaining the general ledger with accurate financial transaction recording.
- Conducted regular reconciliations of general ledger accounts, addressing discrepancies.
- Supported the preparation of month-end and year-end financial statements.

PERSONAL INFORMATION

Valid QID with NOC

Driving License

Father's Name: Mir Asim Jan

DOB: 01/02/1986

Gender: Male

LANGUAGES

- English
- Urdu

Senior Accountant

Oct 2022- Oct 2023

Grant Thornton (Dr. Sultan Al Dosari & Partners Chartered Accountants) - Qatar

Supreme Committee for Delivery & Legacy- FIFA WORLD CUP QATAR 2022 (Client)

- Managed the verification process of batch-wise payments received for hotels upon formal requests from the Accommodation Agency.
- Contributed to the Post Tournament Reconciliation and Final Payments to property owners.
- Prepared various Management Information System (MIS) reports as required by senior management.
- Verified accommodation utility payments for Kahramaa, Qatar Cool, and Marafeq.
- Reviewed and validated documents submitted by owners for utility payment reimbursement.
- Generated periodic finance reports.
- Performed reconciliations of sales units across all properties to ensure accurate payments.
- Verified contract payments in accordance with relevant contract clauses, conducting additional verification with banks and parties involved.
- Maintained correspondence with the Accommodation Agency to address any identified discrepancies and ensure clarity.

Assistant Manager (Finance)

Dec 2011- Aug 2021

Massey Ferguson UK (Millat Tractors Limited)-Pakistan

- Utilized ERP software for data entry, ensuring the accuracy and completeness of financial records.
- Maintained the general ledger with timely monthly and year-end reconciliations of balance sheet accounts.
- Managed dealer and customer ledgers, proactively pursuing outstanding receivables from credit sales.
- Ensured accurate financial records through accounting software and spreadsheets.
- Executed month-end and year-end closing procedures, including account reconciliations and journal entries.

- Oversaw accounts payable and receivable processes.
- Processed payments to dealers and vendors, ensuring tax compliance and timely remittance to authorities.
- Assisted with financial audits and implemented recommendations to ensure regulatory compliance.
- Reviewed and reported financial data to management, generating various management reports.
- Supervised financial transactions, ensuring timely and accurate invoice processing.
- Conducted revenue forecasts and detailed analyses, providing insights into revenue trends and performance.
- Maintained detailed records of all financial operations to ensure accuracy and completeness for audits and reporting.
- Regularly presented account reconciliation summaries to management, providing transparency and insights into financial performance.

Achievements

- Recovered outstanding receivables from customers and dealers through proactive follow-up, delivering significant financial benefits to the company.
- Solely managed section operations, consolidating roles previously held by two individuals, resulting in cost savings for the company.
- Secured optimal exchange rates for LC retirement by negotiating with bank treasury, minimizing fund requirements.
- Developed customized reports in coordination with the ERP department to streamline daily tasks and monthly closings.

CERTIFICATIONS

- Project Monitoring Control and Evaluation (PIM)
- Problem Solving and Decision Making Skills (PIM)
- Principles of Good Management (PIM)
- Sales Tax Withholding (SOFTAX)
- Income Tax Ordinance (ACCA)
- Import and Export Procedures in Pakistan (ACCA)