

# Shahzad Ali

## Senior Accountant

### Contact Details

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### Skills

Invoice Booking



Reconciliation



Ageing



Data Analysis



Payment Processing



Suppliers Management



Project Accounting



Tax Compliance



Financial Reporting



Attention to Detail



Strong attention to detail and accuracy.



Effective communication and interpersonal skills.



Time management and organizational abilities.



Problem solving and analytical thinking.



Adaptability to changing priorities and environment.



Team collaboration and support skills.



I.T Skills: Oracle fusion, Oracle EBS R12, Business key, Microsoft Excel.



### Professional Summary

Experienced Senior Accounts with over 14 years in Construction, Healthcare Sector. Overseeing financial transactions and ensuring compliance in accounting processes. Specialized knowledge in Project Accounting, Financial Reporting, Reconciliation, Project Costing, VAT Accounting, Purchase and Inventory cycle. Meticulous attention to detail and strong analytical skills, ensuring timely and accurate accounting process while reducing discrepancies.

### Work Experience

#### Senior Accountant

Sep 2023 - Apr 2025

Al-Moosa Specialised Hospital

- Invoicing; Oversee the entire account payable process, including invoice verification, General Ledger coding, process align with the PO's and Receipts.
- Payment verification. Credit terms, discount payments, LC's and wire.
- Managed accounts payable and accounts receivable.
- Supplier ageing and balance review.
- Monitor and manage the Ageing report, ensuring timely payments and addressing overdue balance.
- DrNote and Credit note adjustment and tax adjustments.
- Reconciliation: Verify bank reconciliations, supplier's reconciliation and oversee the documentation of payments and transactions.
- Discrepancies: Resolve accounting discrepancies and make adjustment entries.
- Monthly closing: Facilitate monthly closing process and analyze revenues, commissions and expenses.
- Tax Return Preparation.
- Responsible for the preparation and submission of VAT return, withholding tax Return on monthly basis.
- Analyze financial transactions for compliance with tax laws and reduce errors.
- Audit: Facilitate internal and external Audit and resolving Audit queries.
- Financial Statement: Assist in preparation of quarterly and annual financial statements and supporting schedules.
- Payroll: verification of payroll and prepare GPS file for Bank transfer.
- Ensured compliance with accounting standards by analyzing financial statements monthly.

#### Senior AP Accountant

Aug 2013 - Aug 2023

Al-Fouzhan Trading & General Construction Co.

- Invoice booking of all the supplier and subcontractors of all ongoing projects.
- Arranging issuance of LC's, Bank Guarantees etc as direction of Finance Manager.
- Generating Subcontractor invoices in coordination with Contract department, keep ensure that the invoices are booked accordingly and Retention should be applied as per contract.
- Prepare periodic ageing of payables.
- Keep ensure that all the invoices are according to the dully signed Pos and in case of differences revised PO's must be approved.
- Keep ensure that the VAT will be applied on the invoices as per Law.
- Ensure that Tax exempted invoices are booked with zero tax rating.

## Languages

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English

Arabic

Urdu

- Creating payments as per maturity and adjusting suppliers and subcontractors balances.
- Sound coordination with treasury department for payments.
- Debit Note and Credit note adjustments.
- Keep ensure all the cost applied to the Project as per cost incurred.
- Checking and posting of Petty cash of all the ongoing projects.
- Maintain and updated General ledger.
- Oversee Accounts Payable routine accounting and operations.
- Prepare monthly financial statements and reports.
- Supervise accounting staff multiple ongoing project sites and monitor and follow up projects expenses.
- Supervise and trained AP accounting staff across multiple ongoing project sites, enhancing accuracy of expense monitoring.

### Project Coordinator

Mar 2010 - May 2012

Fawaz Al-Hokair Company

- Coordination with the brand partners globally.
- Keep updates about the construction handing over schedule of the retail stores.
- Coordination and follow-up for the merchandise for the new stores.
- Processing of visa's and Hotel arrangements for the Brand Partners.
- Monitored construction hand over processes, ensuring compliance with international regulations and achieving timely completion of retail store projects within the given deadline.

### Assistant Manager Admin-HR

Feb 2007 - Jun 2009

CARITAS PAKISTAN & CAFOD LONDON

- Overall responsible for general administration and human resource function of site and field offices.
- Supervised staff across 5 field offices to enhance HR and administrative operations, achieving improvement in processing efficiency.
- Supervised staff for 3 years, directing HR tasks and administrative duties across 5 field offices, resulting in an efficiency increase.
- Supervised staff at 5 site offices for employee relations and administrative tasks using ERP systems.

## Education

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### Master in Commerce (M.COM)

May 2010 - Apr 2011

Hazara University, Pakistan

### Bachelor of Commerce (B.COM)

Mar 2002 - Apr 2005

University of Peshawar, Pakistan