



JAMAL ASHRAF

DUBA, Saudi Arabia 4923 • +966568112472 • Jamalashraf226@gmail.com

ACADEMICS

IFCE : Insurance Foundation
Certificate Examination, 01/2011
Institute of Banking - Riyadh, K.S.A

DIT : Information Technology, 01/2002
CEDTI - Gorakhpur, U.P, INDIA

B. Com, 01/2001
Gorakhpur University - Gorakhpur,
Uttar Pradesh, INDIA

Tally 6.3 : Accounting Package,
01/2001
Tally Gallery - Gorakhpur, U.P, INDIA

PERSONAL INFORMATION

- Date of birth: 01/01/82
- Nationality: Indian
- Religion: Muslim

HOBBIES AND INTERESTS

As an active social individual, I enjoy staying fit and going to the gym. I also like to keep my commercial awareness up to date and enjoy reading the Financial Times.

EXPERIENCE

Assistant Project Accountant, 09/2024 - Current

Abdullah Ahmed Albriki Est for Contracting - DUBA

- Reporting to the Accounting Supervisor or other project managers as required
- Reviewing budgets, including staffing, work plans, and fee structures
- Providing project managers and clients with timely financial reports and budgets, as well as project forecasts
- Preparing pre-billing reports for project managers to review
- Preparing actual costs, working capital, and tax reports
- Monitoring receivable income and supporting project managers with collections
- Issuing invoices and purchase orders, as well as paying consultant, subcontractor, vendor, and supplier bills
- Ensuring a steady cash flow by generating, auditing, and sending invoices in a timely manner
- Updating contracts according to client requirements and reporting associated budget amendments
- Managed timesheet tracking and reporting for project teams, ensuring accurate documentation of work hours for project billing and payroll purposes
- Reviewed timesheets for compliance with project budgets and labor cost allocation, making adjustments as necessary
- Coordinated with project managers and staff to resolve discrepancies in timesheet entries, ensuring accurate reporting
- Integrated timesheet data into project cost management systems, streamlining financial reporting and budgeting processes
- Utilized timesheet data to generate weekly, monthly, and quarterly reports for senior management, aiding in project profitability analysis

Insurance Coordinator, Document Controller, 12/2021 - 08/2024

INDIAN TANKER PVT LTD

- Develop and manage utilization of document control database system allowing for better tracking of documents, approval loops, revision identification, quality, and timely receipt for distribution
- Created and established work instructions for document retention plans and implementation of retention vendor services
- Responsible for ensuring circulation durations for distribution and retention cycles are tracked and monitor any deviations so they may be reported to management

Insurance Accountant, 06/2013 - 06/2021

GULF UNION COOPERATIVE INSURANCE CO. (Medical TPA)

- Processed insurance premium payments, refunds and adjustments for multiple lines of business
- Analyzed monthly financial statements to ensure accuracy and prepared quarterly reports on the company's performance in relation to budget
- Maintained a detailed knowledge of all policies written by the department including policy numbers, premiums collected, expiration dates, etc
- Assisted with preparation of annual tax filings as well as other ad hoc projects related to accounting functions within the organization
- Provided support for underwriting activities such as rate analysis and pricing

decisions and assisted with various

Insurance Accountant, 05/2008 - 12/2011

Claim And Risk Services Ltd. (UCA/CARS)

- Company Overview: Riyadh, K.S.A
- Created monthly and quarterly reports for senior management to review financial status of company operations
- Prepared tax returns, including state filings, maintaining records and ensuring all taxes were paid in a timely manner
- Assisted with the annual audit by providing information on insurance-related transactions and activities
- Reviewed account reconciliations, prepared adjustments and reconciled errors or discrepancies in accounts
- Analyzed premium billing data to identify trends that could be improved upon for future processes
- Riyadh, K.S.A

Assistant Accountant, 01/2007 - 12/2007

Indian Tanker's (P) Ltd

- Company Overview: Gorakhpur
- Maintaining Camp offices payment and expenses, supervising data entry operators, cross checking data entered by them in accounting software, preparing monthly reports to the management
- Gorakhpur

Accounts Payable Clerk, 04/2004 - 12/2006

P. Chandra & Associates.

- Company Overview: Gorakhpur, U.P, INDIA
- Matched invoices to purchase orders and coded invoices with correct account and cost center
- Processed invoices for payment and entered invoices into accounting software
- Resolved discrepancies between invoices and purchase orders
- Gorakhpur, U.P, INDIA

KEY SKILLS

- Active listening
- Time management
- Prioritization
- Interpersonal communication
- Teamwork
- Empathy
- Leadership decision making
- Stress management
- Organization
- Microsoft Office
- Microsoft Outlook

LANGUAGES

English:

Urdu:

Hindi: