

**MR. SIRAJDEEN**

**ACCOUNTANT**

**IQAMA – TRANSFERABLE**

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Riyadh, Saudi Arabia

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## **PROFESSIONAL SUMMARY**

Accountant with over **10+ years of experience** in construction, manufacturing, garments, and retail industries. Strong expertise in **accounting systems, payroll processing, accounts payable, reconciliation and inventory control**. I am highly skilled in Excel and financial documentation. Experienced in Saudi Arabia and GCC accounting environments.

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## **PROFESSIONAL EXPERIENCE**

### **Accountant / Cashier**

#### **Unibeton Ready Mix – Riyadh, Saudi Arabia**

**02/2023 – Present**

- Prepare and maintain invoices LPO's, and Payment Documentation
- Invoices booking in accounting systems
- Managed cash releases and followed up on transactions, Petty Cash Management.
- Processed payroll and employee cash wages
- Performed internal audit support for quarry Clarence
- Conducted monthly material stocktaking and inventory verification
- Checked delivery notes, calculated quantities, and processed supplier invoices
- Reconciled supplier accounts and controlled credit balances
- Managed weekly bank deposits and withdrawals

### **Accountant (General)**

#### **Naseej Al Reem Garments Factory – Riyadh, Saudi Arabia**

**12/2019 – 01/2023**

- Booked purchase and sales invoices in accounting system
- Processed employee payroll and wages
- Controlled sales, inventory, and accounts for retail showrooms
- Managed accounting operations for multiple retail stores across Saudi Arabia
- Handled customer accounts, supplier accounts, and reconciliations

## **Project Coordinator / Document Controller**

**NSH Naseer S Al-Hajri Corporation – Kuwait**

**02/2017 – 08/2019**

- Worked as Project Coordinator and Document Controller
- Managed filing systems and project documentation
- Prepared company expense bills and labor-related documents
- Handled work permits and vacation documentation
- Prepared daily reports and followed up with site workers
- Coordinated updates with management

## **Store Supervisor**

**Sri Balaji Marketing – Tamil Nadu, India**

**03/2012 – 12/2016**

- Identified and negotiated with suppliers and manufacturers
- Managed inventory and maintained vendor relationships
- Controlled stock levels and monitored sales targets
- Ensured achievement of business targets within deadlines

## **EDUCATION**

### **BBA – Logistics & Supply Chain Management**

DY Patil University, India | **2025 – 2027 (Precent)**

### **Diploma in Computer Science (DCE)**

Annai College of Polytechnic, Tamil Nadu, India | **2008 – 2011**

## **KEY SKILLS**

- Accounts Payable
- Cash Management
- Payroll Processing
- Account Systems & Excel Bank & Account Reconciliation
- Internal Audit Support
- Inventory & Stock Control
- Document Control & Reporting

## **LANGUAGES**

- English Tamil Arabic Hindi