

# ADIL ANSARI

Accountant | Accounts Payable & Receivable | General Ledger | ERP Specialist  
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Nationality: Pakistani | Transferable Iqama | Expiry: 02/03/2027 | SOCPA Eligible

## PROFESSIONAL SUMMARY

Results-driven Accountant with 6+ years of experience in Accounts Payable (AP), Accounts Receivable (AR), General Ledger (GL), Bank Reconciliation, VAT Compliance, ZATCA Filing, and IFRS Standards. Proven track record of maintaining 99% accuracy in financial records, reducing AR outstanding by 20%, and processing 150+ supplier invoices monthly. Hands-on expertise in SAP, Oracle ERP, QuickBooks, and advanced MS Excel (VLOOKUP, Pivot Tables). SOCPA Eligible with Transferable Iqama — available for immediate joining in KSA.

## CORE COMPETENCIES

- Accounts Payable (AP) & Receivable (AR)
- General Ledger (GL) Management
- Bank Reconciliation & Aging Reports
- VAT Compliance & ZATCA Basic
- IFRS Standards & Financial Reporting
- Journal Entries & Month-End Close
- SAP & Oracle ERP Systems
- QuickBooks
- Audit Support & Documentation
- MS Excel (VLOOKUP, Pivot Tables)
- Supplier Invoice Verification
- Cash Flow & Petty Cash Management

## WORK EXPERIENCE

**Accountant** | K.K Chicks, Rawalpindi, Pakistan

January 2024 – December 2025

- Managed full-cycle accounts payable and receivable, processing 150+ supplier invoices monthly with 99% accuracy.
- Maintained General Ledger and ensured accurate journal entries and monthly closing entries.
- Reduced accounts receivable outstanding by 20% through improved follow-up processes and aging report analysis.
- Prepared monthly bank reconciliations, resolving all discrepancies within 48 hours.
- Coordinated with external auditors and provided complete, accurate documentation — zero compliance issues.
- Maintained proper documentation of invoices, vouchers, receipts, and payment schedules.
- Ensured accurate financial reporting and journal postings.

**Accounts & Admin Assistant** | Aspak, Rawalpindi, Pakistan

September 2021 – December 2023

- Prepared daily accounting vouchers and recorded entries across AP, AR, and GL modules.
- Maintained bank ledger, cash register, and receipts & payments records with 95% on-time payment rate.
- Verified vendor expense bills and processed supplier payments per payment schedules.
- Prepared monthly financial reports and reconciliation statements for management review.
- Managed petty cash and tracked all office expenditures.
- Assisted in preparation of audit documents and supported internal review processes.

**Accounts Assistant** | Jadeed Feeds Industries (Pvt.) Ltd., Rawalpindi, Pakistan

August 2019 – July 2021

- Prepared, maintained, and reconciled General Ledger accounts on a daily basis.
- Reconciled accounts payable and receivable balances, ensuring zero unresolved discrepancies.
- Performed daily bank reconciliation of all real-time and non-real-time banking transactions.
- Assisted in supplier tax calculations and working for monthly payment processing.
- Recorded day-to-day accounting transactions with maintained accuracy and audit trail.

## KEY ACHIEVEMENTS

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- Reduced Accounts Receivable outstanding by 20% through systematic follow-up and aging report tracking.
- Maintained 99% accuracy in daily accounting records and reconciliations across all roles.
- Achieved 95% on-time payment rate for both supplier and customer accounts.
- Processed 150+ invoices per month with zero compliance issues during audit reviews.
- Provided complete audit documentation with zero findings or compliance gaps.
- Streamlined bank reconciliation process, reducing resolution time from 5 days to 48 hours.

## CERTIFICATIONS & PROFESSIONAL STATUS

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- SOCPA Eligible - Saudi Organization for Chartered and Professional Accountants
- VAT & ZATCA Compliance - Saudi tax authority.
- ERP Certified User - SAP and Oracle (hands-on, 6+ years)
- Microsoft Excel - Advanced (VLOOKUP, Pivot Tables)
- International Driving License - valid, issued from Islamabad, Pakistan

## EDUCATION

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<b>Bachelor of Commerce (Honours)</b> Pir Mehr Ali Shah Arid Agriculture University, Rawalpindi	2017 – 2021
<b>Intermediate (Pre-Commerce)</b> Step College, Rawalpindi	2015 – 2017

## TECHNICAL SKILLS

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<b>ERP Systems</b>	SAP, Oracle ERP (6+ years hands-on)
<b>Accounting Software</b>	QuickBooks, SAP and Oracle
<b>Microsoft Office</b>	Excel (Advanced), Word, Outlook
<b>Compliance</b>	IFRS, VAT, ZATCA, Saudi Zakat Authority.
<b>Reporting</b>	Aging Reports, Bank Reconciliation, Financial Statements, Audit Documentation

## ADDITIONAL INFORMATION

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- Transferable Iqama - available for immediate sponsor transfer
- Available for immediate joining
- Languages: English (Fluent), Urdu (Native) Hindi (Fluent), Arabic (Basic)