

Saba Dawood Alji

COVERING SUMMARY

**sabahg2008@yahoo.com**

Old Airport, Doha, Qatar

**Contact No.: +974 - 55596487**

Dear Sir /Madam,

I wish to apply for the position of Accountant to your company. My enclosed resume provides you with an overview of my relevant experiences and trainings. I am currently working as an **Accountant cum Payroll Accountant in Al Masaood Bergum LLC, Qatar (UAE based company)**. I have several working experiences in accounting firms with solid commitment in **Qatar as well in India**. My most recent position has given me administrative experience as well.

I wish to build on these achievements and take on a management role in this field.

I will be delight to discuss my application further with you. I can be easily contacted by phone or e-mail.

I look forward to hearing from you.

Yours sincerely,

Saba Dawood Alji



## **SABA DAWOOD ALJI**

Old Airport, Doha, Qatar

Mobile No.:+974 - 55596487

Email:[sabahg2008@yahoo.com](mailto:sabahg2008@yahoo.com)

Visa status: Family permanent Visa

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**CAREER AIM:** Looking for a position in a prestigious company that will enhance my skills, allow me to further develop and give me enough challenge.

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### **QUALIFICATIONS**

- ✓ **Superb interpersonal and relationship management skills**
- ✓ **Excellent communication and presentation skills.**
- ✓ **Highly computer literate**, proficient with **Microsoft Office System.**
- ✓ Has a strong **technical, business, and customer service skills.**
- ✓ Demonstrate **leadership** and confident enough that handle **bigger responsibilities.**
- ✓ Matured, honest and **reliable team player.**
- ✓ **Can work multi-tasking with minimum supervision.**
- ✓ **People – handling skills**, can motivate people to excel in their field, mentoring, can do multi-tasking.

### **PROFESSIONAL EXPERIENCE**

#### **Al Masood Bergum LLC (UAE based Company) – State of Qatar**

- **Al Masood Bergum is has been operation globally since 1978 delivering high quality Modular Building solutions.**

**Accountant cum Payroll Accountant) February 2015 – April 2017.**

#### **Job Description:**

- Entering of Cash payment, Bank payment (issuing cheques) & Journal vouchers.
- Bank Reconciliations.
- Debtors & Creditors reconciliation.
- Intercompany reconciliation.
- Preparing 800 plus workers and staff payroll
- Coordinating with time keepers for finalization of monthly payroll
- Creating SIF for bank transfer as per WPS (Qatar Labor law)
- Coordination with Q Pay International for Pay cards
- Preparing leave settlements and End of Service statements for workers and staffs

**Al-Tanveer International Trading & Contracting Company – State of Qatar**

- Al Tanveer is a well-established company in the field of contracting. It is engaged in excavation, dewatering and piling works since 2003.

**Senior Accountant August, 2010 – January 2015**

**Job Description:**

- Prepares and processes purchases orders, invoices, cheque requests, manual cheques and contract payments.
- Conducting MIS reports (related to sales, purchases etc)
- Responsible for processing and maintenance of encumbrances, fees for service contracts, lease and rentals agreements, etc.
- Prepares monthly payroll/salary, deductions, and advances.
- Responsible for all accounting transactions data entry.
- Bank Reconciliations.
- Debtors & Creditors reconciliation.
- Managing funds and handling petty cash.
- Responsible for cheque stock inventory & safekeeping of same.
- Provides financial and other reports to coordinate at auditing consultant.

**JSW JAIGARH PORT LIMITED (INDIA)**

**JSW Jaigarh Port Limited is a part of JSW - Jindal Group based in Jaigarh Maharashtra India. This is all weather, world class multi cargo port at Jaigarh. JSW Jaigarh Port was established in 2006, to support the coal import requirements of the 1200 MW JSW Energy thermal power plant located at Jaigarh.**

**Accounts Executive**

**April, 2010 – June, 2010**

**Job Description:**

- Managing funds as per General Manager's Instruction.
- Bank reconciliation. Preparing outstanding payment list
- Preparing invoices & updating the same in the system
- TDS deduction from subcontractors and deposit the same as per IT rules.
- Service tax calculations and payment to as per IT rules
- Making payments to creditors as per their due dates.
- Debtors & Creditors reconciliation.

**JSW INFRASTRUCTURE LIMITED (INDIA)**

**JSW Infrastructure Limited is a part of JSW - Jindal Group based in Mumbai. It involves in development of infrastructure for ports, roads and rail connectivity.**

**Account Assistant**

**August, 2007 – March, 2010**

**Job Description:**

- Entering of Cash payment, Bank payment (preparing cheques) & Journal vouchers.

- Managing funds as per General Manager's Instruction.
- Bank reconciliation. Preparing outstanding payment list
- Preparing invoices & updating the same in the system
- TDS deduction from subcontractors and deposit the same as per IT rules.
- Making payments to creditors as per their due dates.

## SEMINARS AND TRAININGS

- Basic Overview of Qatar basic law seminar
- Excavation and Dewatering works orientation seminar
- Q PAY International – training related to WPS (Qatar Labor Law)

## PERSONAL / EDUCATION BACKGROUND

**EDUCATION:** Master Degree of Commerce from Mumbai University

Other Credentials:

- o MS-CIT (Maharashtra State Certificate in Information technology) from National Institute of information Technology with 85% in December 2003.
- o Certified Sterlite Computer Tally user with Grade A+ in September 2003.
- o Oracle training from Jindal Group (November 2010) – One month

**PERSONAL INFORMATION:**

Date of Birth: 5<sup>th</sup> September 1982  
 Marital Status: Married  
 Religion: Muslim  
 Language: English, Hindi, Urdu  
 Citizenship: India  
 Gender: Female  
**Valid Qatar Driving license**

**(REFERENCES AVAILABLE UPON REQUEST)**

**DECLARATION:**

I hereby declare that all information furnished above is true to the best of my knowledge and belief.

**Saba Dawood Alji**