



SHAIK KHALED
SENIOR ACCOUNTS OFFICER
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- Financial Reporting & Analysis
- Budget Preparation & Forecasting
- VAT & Corporate Tax Compliance (FTA)
- Accounts Payable & Receivable
- General Ledger & Sub ledger Reconciliation
- Payroll & WPS Submission
- Journal Entries & Adjustment
- Inter-Company Accounting
- Audit Support (Internal/External)
- ERP/Accounting Systems (Tally, SAP, Oracle)
- Qatar Central Bank Reporting

Professional Summary:

A results-driven finance and accounting professional with over **9 years of experience** — including **7 years in Qatar** and **2 years in India** — with proven expertise in **financial management, accounting operations, VAT and GST compliance, banking, and intercompany reconciliation**. Skilled in managing the full spectrum of accounting functions, including **bank reconciliation, finalization of accounts, and budget implementation**.

Proficient in handling **VAT and GST processing and timely return filing** (India compliance), and experienced in **liaison and coordination** with internal departments, banks, and external auditors. Adept in working under pressure in fast-paced environments while meeting tight deadlines. Known for strong **interpersonal skills**, a collaborative team approach, and building relationships based on trust and professionalism.

Highly proficient in **Oracle, SAP FICO, Tally Prime ERP, QuickBooks, and Focus Accounting Software**, along with **advanced Microsoft Excel**. Demonstrated ability to enhance operations, strengthen internal controls, and contribute to business growth through effective finance management and productivity improvements.

Profession Experience

Senior Accountant

Alfardan Exchange – Doha, Qatar
Jan 2019 to Jan 2025

Key Responsibilities:

- Prepare accurate monthly **financial statements** (Income Statement, Balance Sheet, Cash Flow) and supporting schedules.
- Manage **VAT & Corporate Tax compliance**, including preparation and timely submission to the Federal Tax Authority (FTA).
- Supervise **accounts payable and receivable** processes; reconcile ledgers and ensure accurate entries.
- Process **payroll and WPS** submissions in compliance with local labour regulations.
- Perform **inventory control** by conducting physical stock counts and reconciling discrepancies with the ERP system.
- Reconcile **sub-ledgers with general ledger** accounts and pass monthly adjustment journal entries.
- Coordinate with **freight agents and warehouse teams** for effective logistics and shipment tracking.
- Lead **budget preparation and consolidation**, and perform monthly **variance analysis**.
- Submit **monthly financial reports** to the **Qatar Central Bank**.

- Liaise with auditors and implement internal control recommendations post-audit.

Accountant

Squarius infra project pvt ltd

May 2015 – Nov 2017

- Handled **inter-company reconciliation** and monthly account closing activities.
- Reviewed and verified **petty cash, employee reimbursements**, and all AP/AR transactions.
- Reconciled **GST and VAT ledgers** with financial accounts and supported month-end closing.
- Ensured compliance with evolving tax regulations and applied updates to company accounting systems.
- Ensured the timely **processing of outgoing payments** and proper documentation.
- Recommended improvements to the **accounting system and internal procedures**.
- Assisted in **internal/external audits** and prepared supporting financial documentation.

TECHNICAL SKILLS

- **Accounting Software ERP System: Advance Excel MS Office (Word & PowerPoint) Tally ERP 9, Quick Books, Sap Fico, Oracle and Focus**

ACHIVEMENTS

- **Advance Diploma in Computer Application from Al Madina Institute of Manual & Computerized Accounts from Hyderabad Telangana.**

EDUCATIONAL QUALIFICATIONS

Masters MBA in Finance from Osmania University Hyderabad India (2014-2016)

Bachelor of Commerce from Osmania University Hyderabad India (2012-2014)

CERTIFICATION

US CMA Pursing from Doha Qatar Since January 2025 (I am going write exam in Sep 2025)

PERSONAL DETAILS

Gender	: Male
Marital Status	: Married
Nationality	: Indian
Visa Status	: Visit Visa
Language Known	: English,Urdu,Hindi & Arabic

(I Hereby certify that the above information given are true and correct as to the best of my knowledge)