

SAAD SHABBIR BEWNAK

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Address - Block 10, Street 54, Khaitan, Kuwait



Experience

ACCOUNTANT - March, 2020 to present date
COMPANY - Behbehani Motors Company (Porsche)
PLACE - Shuwaikh Industrial Area, Kuwait.

- Perform a variety of professional accounting functions supporting operations; maintain accuracy of general, revenue, and expenditure ledgers and subsidiary financial systems.
- Prepare a variety of monthly, periodic, and annual financial and statistical reports and account summaries.
- Prepare bank reconciliations and related journal entries for a variety of accounts.
- Creating a variety of spreadsheets, documents, and graphs; assist in preparing the final budget document for approval with the team.
- Reconcile financial ledgers and records.
- Prepare financial statements and reports.
- Assist in preparation of year end closings and accompanying financial reports.
- Generating financial reports that display the company's profits, equity and cash flow.
- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Compiling all expenses bills submitted by various departments and maintain the expenditure records.
- Administering payrolls (Incentives) on monthly basis.
- Handling online payment system.
- Maintaining records of cheque payments by customer and providing information to cashier of deposit.
- Submitting all day to day transactions reports delivered by cash collectors from showroom to senior accountant on daily basis.

Professional Summary

To obtain an Accountant position by adding value through utilizing my superior knowledge, prospecting and calculation abilities in the business. I'm carrying overall three years' experience so far in Accounting with Master of Business Administration (MBA-Finance) degree.

Educational Details

Pune University, India.

**MASTER OF BUSINESS
ADMINISTRATION - FINANCE |
2015-2017**

Institute/College : Sinhgad Institute of
Business Administration & Research

Percentage : 64.87%

Year of passing : 2017

Pune University, India.

**BACHELOR OF COMMERCE |
2012-2015**

Institute/College : Sinhgad college of
commerce

Percentage : 53.44%

Year of passing : 2015

Experience

ACCOUNTS PAYABLE ANALYST - June, 2017 to July, 2019
COMPANY - Metro Global Service
PLACE - Pune, India

- An Analyst with overall experience in Accounts payable.
- Keen customer centric orientation with good communication skills and ability to interact effectively with personnel at all levels.
- Worked on accounts payable workbench for Germany and
- Poland cost IR (Invoice recording), IC (Invoice completion) and
- Claims in SAP/Outlook.
- Worked on ABBYY recording process for Germany.
- Responsible for meeting team's Key Performance Indicators (KPI) and delivery of service-level agreements such as Turnaround Time, Productivity and Accuracy, Work allocations, Monthly/daily reports and Month end/Year end closure.
- Responsible to maintain Rule book receivable entries by LFI (Local Finance) department time to time for references.
- Responsible for Team's Quality meetings to provide accurate & good quality services.
- Processing a high volume invoices.
- Given training to new joiners and colleagues of POLAND for recording process and overall knowledge of end to end process.
- Know about KPI's (Key Performance Indicator) and Production planning.
- SPOC person for the team.
- Maintaining historical records.
- Preparing analyses of accounts and producing monthly reports.
- Contacting banks regarding any financial queries through LFIs.

Technical Skills

- SAP
- CDK System
- DOAT(Diploma in Office and Assessment Tools)
- Microsoft Office.(Excel, Powerpoint, Outlook)
- Proficient with Access
- Strong PC knowlege

Certifications

- SBI finance certification course held at SIBAR on 24.02.2016.
- Dun&bradstreet finance certification course held at SIBAR on 25.02.2016.

Awards & Achivements

- Received new star award.
- Top performer of the team for months.
- Received Business Laurels and Star performer awards.
- Received Client's Appreciation award.

Personal Details

- Passport No. : T1302072
- Visa Status : Article no. 18(T)
- Civil ID : 293091112172
- Civil ID DOE : 05/09/2021
- Date of Birth : 11/09/1993
- Gender : Male
- Marital Status : Single
- Languages :

| | |
|------------|-------|
| English | ----- |
| Arabic | --- |
| Hindi/Urdu | ----- |