

NADEEM AFZAL



Baramulla 193201, Jammu and Kashmir, INDIA

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PROFESSIONAL SUMMARY

Experienced and detail-oriented **Senior Accountant & Cost Coordinator** with over 10 years of hands-on expertise in financial reporting, cost management, VAT compliance, and project accounting. Skilled at streamlining accounting operations and overseeing payroll and inventory functions in sectors including construction, trading, and manufacturing. Known for delivering accurate reports, enhancing cost-efficiency, and ensuring full compliance with local regulations.

CORE COMPETENCIES

- Financial Reporting & Analysis
- Cost Reporting
- VAT Returns & Tax Compliance
- Payroll Management
- General Ledger & Journal Entries
- Project Accounting
- Accounts Payable & Receivable
- Inventory & Procurement Oversight
- ERP Tools: Oracle, Tally, Quick Dice
- Microsoft Excel (Dashboards, Pivot Tables)
- Languages: Arabic, English, Hindi, Urdu

PROFESSIONAL EXPERIENCE

Project Pioneer Contracting Company – Saudi Arabia

Senior Accountant & Cost Coordinator

Feb 2025 – Present

- Ensure timely and accurate monthly, quarterly, and year-end close processes.
 - Prepare and present detailed financial and cost reports to management.
 - Manage and maintain the general ledger system.
 - Supervise payroll processing, VAT filings, and vendor/subcontractor payments.
 - Supervise AP/AR functions to ensure timely processing of transactions.
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Al Harath National Ent. – Oman

General Accountant

2023 – 2024

- Maintained and reconciled financial records, prepared P&L and balance sheets.
 - Oversaw procurement, restocking, and inventory control.
 - Managed employee payroll, VAT compliance, and internal audits.
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Photography Club Trading – Saudi Arabia

Accountant / E-Commerce Coordinator

2015 – 2019

- Managed daily bookkeeping, account receivables/payables, and general ledger.
 - Coordinated purchasing, inventory updates, and store records.
 - Assisted in preparation of sales reports, tax returns, and audit readiness.
 - Digitized manual ledger into ERP system, improving reporting accuracy.
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EDUCATION & CERTIFICATIONS

- **Bachelor of Commerce (B. Com)**
 - **Diploma in Finance and Accounts**
 - **Diploma in Computer Applications & Multilingual DTP**
 - **JCHNE – Hardware and Networking Training**
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ADDITIONAL INFORMATION

- Proficient in Microsoft Excel, including dashboards, pivot tables, and financial models
- Experienced with ERP systems like Oracle and Tally
- Available to relocate and adapt to diverse work environments
- Strong analytical, communication, and leadership skills