

SHOWKKATH ALI



+974 3343 8707 | showkath4u@gmail.com

Experienced Accountant & Administrative Professional | 14+ Years in Qatar

PROFESSIONAL SUMMARY

Committed and detail-oriented accounting professional with over 20 years of diversified experience, including 14+ years in Qatar. Proven expertise financial and administrative management. Skilled in various accounting software and recognized for integrity, dedication, and the ability to lead teams and meet deadlines efficiently.

CORE COMPETENCIES

- Sound knowledge of accounting principles, auditing standards, and financial regulations
- Experienced in payroll processing, financial reporting, taxation, and compliance
- Proficient in Tally, Peachtree, MS Excel, and MS Word
- Fluent in English, Malayalam, and Hindi
- Excellent interpersonal, coordination, and team management skills

PROFESSIONAL EXPERIENCE

Westheimer Trading & Contracting Co. W.L.L — Doha, Qatar

Accountant cum Manager | Oct 2010 – Present

- Over 14 years of continuous service with growing responsibilities
- Maintain and reconcile accounts payable/receivable and general ledgers
- Prepare balance sheets, income statements, and other financial reports
- Manage payroll and ensure proper documentation
- Prepare budgets, forecasts, and cash flow reports
- Coordinate with auditors and tax authorities to ensure compliance
- Provide financial analysis to support management decision-making

Emirates Petroleum & Filling Station — Fujairah, UAE

Supervisor cum Accountant | Nov 2003 – Nov 2008

- Oversaw general accounting including bank reconciliation and finalization
- Led office administration and supervised day-to-day operational tasks
- Prepared monthly financial statements and MIS reports
- Coordinate with auditors and tax authorities to ensure compliance

Asiana Tel HK Ltd. — Guangzhou, China

Sales Executive (Outsourcing Division) | Nov 2008 – Nov 2009

- • Handled import/export documentation and procurement coordination
- • Prepared quotations, purchase orders, invoices, and shipping documents effectively

Margin Free Market — Kunnamkulam, India

Accountant cum Supervisor | Feb 2000 – Mar 2001

- • Managed payroll, billing, tax return filings, and financial reporting
- • Prepared trial balances, profit and loss accounts, and balance sheets
- • Assisted with software testing and financial system development

Hotel Calicut Tower — Calicut, India

Accountant & Front Office Administrator | Jun 1996 – Dec 1998

- • Managed accounting functions, bank deposits, and reconciliations
- • Oversaw hotel administrative operations and utility payments including front office

EDUCATIONAL QUALIFICATION

Bachelor of Commerce (B.Com) – Calicut University, Kerala, India – 1996

LANGUAGES KNOWN

- English, Hindi, Arabic, Malayalam (Native)

CERTIFICATIONS & AWARDS

- Employee of the Month – November 2007, Emirates Petroleum (EMARAT)
- Awarded under Mystery Shopper Program for outstanding performance

PERSONAL DETAILS

- Date of Birth: 15 May 1974 Gender: Male Marital Status: Married
- Nationality: Indian Passport Number: Y4225515
- **Visa Status:** Qatar Employment Visa (Validity: Oct 1st, 2025)

DECLARATION

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

Showkkath Ali - showkath4u@gmail.com