Anas Aslam Baqa

Jeddah, Saudi Arabia
+966 558960497
anasbaqa@gmail.com
linkedin.com/in/anas-baqa

Professional Summary

Finance and Accounting Specialist with 12+ years of experience in the Saudi market, specializing in financial analysis, full-cycle accounting, financial reporting, budgeting, and ZATCA VAT compliance. Proven track record of optimizing financial processes, enhancing reporting accuracy, and supporting strategic business decisions in logistics, industrial services, and corporate environments. Seeking to contribute strong analytical and financial management skills to a dynamic finance team.

Professional Experience

Accountant May 2025 - Present
CityLink International Shipping Co. | Jeddah, Saudi Arabia

- Manage end-to-end accounting cycles for international shipping and logistics operations, including recording general ledger entries for accruals, prepayments, and adjustments.
- Process and control all branch operational expenses, ensuring accurate coding, timely payment, and adherence to budgetary guidelines.
- Assist in the preparation of yearly financial statements (Income Statement, Balance Sheet, Cash Flow) in accordance with IFRS.
- Accurately enter waybill costs and pricing into the accounting system to ensure precise cost tracking and revenue recognition for each shipment.
- Manage the complete accounts payable cycle, verifying and processing vendor invoices for port duties, customs clearance, and freight services.
- Ensure 100% compliance with ZATCA VAT regulations and e-invoicing (FATOORA) requirements for all transactions and oversee the accounts receivable cycle from invoice generation to collection follow-up to improve cash flow.
- Perform monthly bank and general ledger reconciliations, identifying and resolving discrepancies promptly.

Finance Operations Specialist Jan 2023 - Feb 2025
Rentokil-Boecker | Jeddah, Saudi Arabia

- Ensured full regulatory and financial compliance by reviewing sales contracts and processing all invoices in strict alignment with ZATCA tax laws.
- Strengthened cash flow and credit control by proactively tracking customer payments and liaising with departments to facilitate timely collections.
- Maintained accurate financial records by systematically organizing all contract documentation and managing the contract database for audit readiness.
- Supported revenue cycle management by accurately entering new sales into the system and updating the sales dashboard for real-time financial reporting.
- Mitigated financial risk by coordinating with sales and operations to halt services for delinquent accounts and administering contract amendments efficiently.

Operations Officer Jul 2019 - Feb 2023
Rentokil-Boecker | Jeddah, Saudi Arabia

- Directed a team of 25+ technicians, managing schedules and routes to optimize service delivery and operational cost-efficiency.
- Controlled day-to-day operational expenses, ensuring accurate financial recording and reporting to maintain strict budget adherence.
- Authored client success analysis and performance reports, analysing field data to provide actionable insights and recommendations.
- Conducted comprehensive site surveys and quality assurance checks, assessing site conditions and implementing corrective actions to enhance service quality.
- Troubleshot and resolved complex operational issues promptly to minimize service disruptions and uphold client satisfaction.

Accountant & Office Administrator Mar 2013 - Jun 2019
Bait Al-Khibra | Jeddah, Saudi Arabia

- Managed full-cycle bookkeeping, including accounts payable, accounts receivable, and general ledger maintenance, ensuring accurate financial records.
- Directed daily office operations, including supply inventory, vendor relations, and facility maintenance, ensuring a fully functional work environment.
- Processed expense reports, reconciled petty cash, diligently tracked office expenditures and supported month-end and year-end closing procedures.
- Maintained an organized filing system for all financial documents, including invoices, receipts, and contracts, ensuring audit readiness.
- Administered office operations, including vendor management and correspondence, supporting overall organizational efficiency.
- Assisted in the preparation of basic financial reports and budgets for management review.

Education

Masters Accounting and Finance Dec 2017
Virtual University of Pakistan

Bachelor of Commerce Dec 2009
Karachi University

Strategic Management Program Diploma Mar 2021
International Business Management Institute (IBMI)

Technical Skills

Accounting: Full-Cycle Accounting | Accounts Payable & Receivable | Financial Reporting | Bank Reconciliation | ZATCA VAT & E-Invoicing (FATOORA)

Software & ERP: Microsoft Excel | Accounting Software | ERP Systems

Core Competencies: Budgeting Support | Financial Analysis & Reporting | Process Improvement & Data Integrity | Month-End & Year-End Closing

Languages: English [Professional Proficiency] | Urdu [Native Proficiency] | Arabic [Elementary Proficiency]