***Umair***

*Accountant (A/c Payable)*



**E-mail:** umair.130716@2freemail.com

**Personal**

**Synopsis**

My objective is to employ my experience and realize my potential in a competitive corporate environment. Which would provide opportunities to explore my abilities in the areas of Finance & Accounts. I have got an excellent inter-personal & leadership skills coupled with sense of responsibility which is adorned by sound decision making.

**Experience** KAMAT GROUP & GAZEBO GRUOP

***(A well-known Veg. & Non Veg. Restaurant chain over 30 Outlets in Dubai, Sharjah & Abu Dhabi)***

**Accountant** Dec 06` 2014 to Date

Key responsibilities including:

Fixed Assets booking and analyzing by maintaining the schedules

Making Post Dated Cheques-PDCs & retaining the records of PDCs and reconciles

Take part in compiling and presenting Reports & Balance sheet Pay vendors payment via TT outside Dubai.

Responsible of all documentation relating to deposits, fixed assets

Reconciles processed work by verifying entries and comparing system reports to balances.

Respond to all vendor inquiries

Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.

Verifies vendor accounts by reconciling monthly statements and related transactions.

Pays vendors by monitoring discount opportunities; scheduling and preparing cheques; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments.

Making payments for utilities like DEWA, SEWA, ADDC, ETISALAT, DU,

EPPCO.

Credit Card Transactions. Petty Cash Transactions.

Maintains accounting ledgers by posting account transactions.

Institute of Chartered Accountant of Pakistan

***( ICAP is a professional association Includes a brief history of accounting and auditing regulation in Pakistan)***

**Assistant Accountant** Nov 20` 2010 to Dec 05` 2014

Key responsibilities included:

View all invoices for appropriate documentation and approval prior to payment

Sort and distribute incoming mail

Prioritize invoices according to cash discount potential and payment terms Process cheques requests

Audit and process credit card bills

Match invoices to cheques, proper record of cheques and distribute accordingly along with the adequate management of Bank Book

Respond to all vendor inquiries

Reconcile vendor statements, research and correct discrepancies Assist in month end closing

Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices

Assist with other projects as needed

Accomplishes accounting and organization mission by completing related results as needed.

Maintains historical records by microfilming and filing documents.

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Daily AMN Newspaper

***(A Newspaper having circulation in Magazine, Editorials, Adds throughout the country, Canada, & England)***

**Web Coordinator - In charge** Feb` 14 2004 to Nov 19` 2010

Key responsibilities included:

Responsible for all content on the site.

Regularly monitors the Web site for outdated material.

Solicits feedback and suggestions from Web site viewers, the public, and other external sources

Accepts requests for updates and additions from within the organization.

Contacts each area of the organization for updates to their portion of the Web site.

Monitors the organization's other communications efforts, and works to ensure the Web site compliments, strengthens, and amplifies those efforts.

Responsible for collecting the Daily Potages from several Indoor & Outdoor photographers.

Responsible for taking news, adds, reports from news agencies and reporters. Color Printing of Adds

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**Academic Education**

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| --- | --- |
| MUHAMMAD ALI JINNAH UNIVERSITY – Pakistan | 2016 |

MBA Finance (*IN PROCESS)*

**Major:** INTERNATIONAL TRADE FINANCE, STRATEGIC FINANCIAL MANAGEMENT,PORTFOLIO MANAGEMENT, ANALYSIS OF FINANCIAL STATEMENT, FINANCIAL REPORTING, RISK MANAGEMENT,

|  |  |
| --- | --- |
| UNIVERSITY OF KARACHI – Pakistan | 2013 |

M.A. Economics

2nd Division

**Major**: PUBLIC FINANCE, ECONOMIC DEVELOPMENTS, ADVANCE ECONOMICS STATISTICS,AGRO BASED ECONOMICS, MACRO & MICRO ECONOMICS, MONETARY ECONOMICS AND INTERNATIONAL ECONOMICS

**Professional development & training**

**Extra Co-**

**Curricular**

|  |  |
| --- | --- |
| UNIVERSITY OF KARACHI – Pakistan | 2008 |

Bachelor of Commerce (B.Com.)

2nd Division

**Major**: ECONOMIC ANALYSIS & POLICY, PRINCIPLES OF ACCOUNTING, ADVANCEACCOUNTING & COST ACCOUNTING, ECONOMIC DEVELOPMENT OF PAKISTAN, BUSINESS & INDUSTRIAL LAW & AUDITING

**Attended in-house training courses and workshops over the years on:**

* Presentation skill training courses (PSTC)
* Cost Allocation of Departments (3FOLD Education Centre)

Secured Second Position in a TV Program ARY Channel (Pakistan), Islamic Quiz Programme (Ahsan-ul-Hadees)

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**Interests**

**IT Exposures**

**Achievements**

Sketching, Jogging, Swimming, Karaty, watching informative, educational, adventurous and investigative TV Channels, Eager to meet with great Personalities, Visit Historical Places, and Computers

* Microsoft Dynamics NAV
* Extensive use of MS-office as tools for designing of business reports, spread sheets, general correspondence, presentation (PowerPoint)
* Ist time hierarchal structure defined by Online Presentation Software i.e. PREZI of organization
* Part of team i.e. CIs (Continuous Improvement) in order to find ways to minimize the difficulties in ERP in day to day working procedures
* Great conversation with ADCB Delegation concerning ONLINE BANKING &

PROCEDURES

**Reference** Will be Furnish Upon Request