Omer

Senior Accounts & Finance Professional MBA Finance & Experienced in UAE

PROFESSIONAL SUMMARY

To pursue a career with a professional growth in areas of financial management in an organization where creativity and motivations are an integral part of the job and are highly rewarded. To secure a managerial position that will utilize my knowledge, education, skills and experience.

EDUCATIONAL HIGHLIGHTS

0	ACCA	Fundamental Module Progress	
0	MBA-Finan	ce Iqra University, Karachi	2008
0	BCOM	Government Premier College, Karachi	2004
0	ICOM	Hamdard College of Science & Commerce, Karachi	2001
0	MATRIC	Ladybird Grammar School , Karachi 1999	

CAREER SYNOPSIS

Senior Accounts Officer Cable Company of Pakistan Mar 2014 till Present

- Suppliers aging analysis and reporting.
- o Payments processing through GRM matching from procurement Deptt
- o Services payments.
- Debit notes and adjustments
- o Advance Adjustments
- Monthly Accrual for local raw materials and stores& spares expenses.
- Sales tax Input adjustments
- Sales tax withheld as withholding agent accounting
- o Sales tax withheld by withholding agents accounting.
- Sales tax returns e-filling.
- Income tax returns
- o Monthly stock verification for WIP inventory valuation
- Income tax deductions adjustments.
- Customers sub ledgers adjustments.
- ERP implementation process in Pakistan cables Limited with PWC Pakistan.
- Selling, admin and distribution expenses quarterly variance report working for management.

Revenue Accountant AIRLINE & MARITIME Company, SAIF Zone, Sharjah, UAE Nov'2012 to Mar'2013.

- o Invoices generation for logistics support and services through AWARE system Application.
- Credit notes adjustments for customers in system ledger.
- Necessary documents collection for Air and Sea Transport invoicing.
- Managing and tracking of respective invoices
- Daily reporting to Senior Accountant and monthly reporting to Chief Accountant
- Procedures for Incoterms prior to freight invoice
- Managing queries from suppliers and customers.



STATUS

o Intercompany reconciliations.

Assistant Manager Internal Audit OIL MILL, Pakistan Nov 2010 to March 2012.

- Planning and organizing inter departmental audit plan procedures for internal control systems.
- Checking and authorization of various operational bills in ERP Module.
- Checking and processing of direct labor (wages) at every fifteen days production cycle.
- Monitoring of aging schedule with SQL Server of industrial customers, distributors and institutions.
- o Verification of field force sales targets incentives allover from Pakistan.
- o Physical raw and finished inventory verification at plant through audit procedures.
- Checking and authorizing various administrative, selling and marketing expenses in ERP module.
- Assisting import Manager in improvisation and import procedures through LC documentation.

Assistant.Manager Finance DEFLOG (PVT) LTD, Pakistan Nov 2008 to July 2010

- Petty Cash Handling.
- o Preparation of statements accomplished with cash flows
- Preparation, recording & dispatching of Payroll.
- o Daily Bank Transaction including Bank Reconciliation Statement & Journal Vouchers.
- Preparation of cash book on daily basis
- Filling of monthly and weekly direct & indirect taxes returns to tax authorities (CBR).
- Checking & tracking of respective transactions.
- Processing of company's assets for leasing by different banks and preparation of MOUs.
- Bank dealings and meetings.
- Assisting manager in pre audit and post audit finalization of accounts at the year end.

Accountant

Pharmaceutical Company, Pakistan Dec 2007 to Oct 2008

- o Commercial & Sales Tax Invoicing
- Annual Inventory reconciliation & stock Audit
- o Assurance of promotional material and doctors' investment for sales promotion
- o Recording of GRN & MRN in inventory application module.
- Monitoring and control of computer system (Receivables and Payables)
- o Processing vendors and suppliers payments through cheques and demand drafts
- o Processing and monitoring of management and field staff salaries.
- o Processing of intercompany transactions and provisions.

MANAGEMENT INFORMATION SYSTEMS

- Microsoft Windows
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- o Microsoft Oracle
- o Aware & Navision
- ERP (Enterprise Resource Planning)

- SQL Server
- o Retail Management Systems
- Microsoft Windows(2010)

ACADEMIC REPORTS AND PROJECTS COVERED IN MBA

MBA Thesis: Impact of Leadership Styles on Employee Satisfaction in Textile Industries in Karachi

Projects Handled

- o Marketing & Product Development of Moon Fairness Cream
- Product Launching of Medi Gum in Marketing Management course (MBA)

Researches & Reports

- o Business Risk & CNG Consumption in Karachi
- o Integrated Systems of My Bank Ltd.
- Supply Chain Report on Helix Pharma Pvt. Ltd.
- Working Capital Report on Atlas Honda Pakistan Ltd.
- Financial Modeling
- Strategic Management Report on Engro Chemicals Ltd.

PERSONAL PROFILE

• Nationality

- : Pakistan
- Date of Birth
 - : Oct 25, 1982 : Married
- Marital Status
 Contact Details
 W
 - : +971505657275

REFERENCE

Mr. Anup Bhatia, HR Consultant www.ArabianJobSeeker.com Mobile: +971504753686 feedback@arabianjobseeker.com



ANUP P BHATIA

HR CONSULTANT

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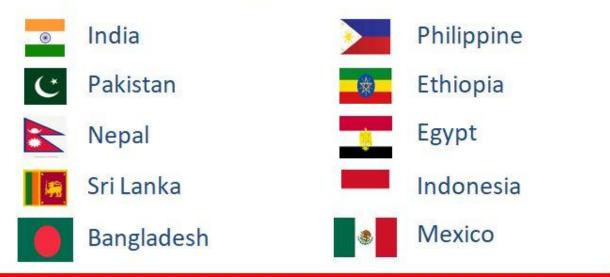
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INDIA: 203 Shree Balaji Heights, C G Road, Ahmedabad, Gujarat, India UAE: 568 Abdullah Kambir Business Center, Abu Baker Siddique, Deira, Dubai