

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

STATUS

- | | | | |
|---|--------------------|---|------|
| ○ | ACCA | <i>Fundamental Module Progress</i> | |
| ○ | MBA-Finance | <i>Iqra University, Karachi</i> | 2008 |
| ○ | BCOM | Government Premier College , Karachi | 2004 |
| ○ | ICOM | Hamdard College of Science & Commerce , Karachi | 2001 |
| ○ | MATRIC | Ladybird Grammar School , Karachi | 1999 |

CAREER SYNOPSIS

Senior Accounts Officer
Cable Company of Pakistan Mar 2014 till Present

- Suppliers aging analysis and reporting.
- Payments processing through GRM matching from procurement Deptt
- Services payments.
- Debit notes and adjustments
- Advance Adjustments
- Monthly Accrual for local raw materials and stores& spares expenses.
- Sales tax Input adjustments
- Sales tax withheld as withholding agent accounting
- Sales tax withheld by withholding agents accounting.
- Sales tax returns e-filing.
- Income tax returns
- 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.

- 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.

- 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.
- Verification of field force sales targets incentives all over from Pakistan.
- 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.
- Preparation of statements accomplished with cash flows
- Preparation, recording & dispatching of Payroll.
- 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

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

MANAGEMENT INFORMATION SYSTEMS

- | | |
|--------------------------------------|-----------------------------|
| ○ Microsoft Windows | ○ SQL Server |
| ○ Microsoft Excel | ○ Retail Management Systems |
| ○ Microsoft Word | ○ Microsoft Windows(2010) |
| ○ Microsoft PowerPoint | |
| ○ Microsoft Oracle | |
| ○ Aware & Navision | |
| ○ ERP (Enterprise Resource Planning) | |

ACADEMIC REPORTS AND PROJECTS COVERED IN MBA

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

Projects Handled

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

Researches & Reports

- Business Risk & CNG Consumption in Karachi
- 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 |
| ○ Marital Status | : Married |
| ○ Contact Details | : +971505657275 |

REFERENCE

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Human Resource Management, Market Research & IT Consultant
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