 Umair

Umair.147628@2freemail.com
 MIPA (Australia),M.Com (Public Finance),AFA (U.K),

 CIA (USA){Candidate}.

**Objective and Core Competencies**

Dedicated my **5 and half** year’s experience of exceptional track record in financial analysis, accounting and auditing, seeking a finance position with a leading organization to apply accrued skills in making tangible contributions to the overall financial bottom-line.

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| **Skill Summary**  | Unrivalled accounting & Finance skills , diversified knowledge and experience of the following:* Knowledge of financial planning, analysis and reporting best practices.
* Understanding of regulatory requirements for financial reporting including the IFRS.
* Asset Management, Financial Accounting, Management Accounting and Cost accounting,
* External audit, internal audit, operational & compliance audit
* A/R, A/P & Payroll Accounting
* Financial ratio, Profit and loss Ratio & Variance Analysis
* Collaborative & Team Player
* Information analysis and decision making
* Proficiency in English (written & oral)
* In depth in accounting software ERP’s e.g. SAP, Oracle and TRAACS.
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| **Accounting ERP’s & Computer****Proficiency****Accomplishments** | * **E.travel 2010** Middle East
* Travel Agent Accountant System **(Traacs)**  Middle East
* **Oracle Financial Classes (R12)**
* **SAP (FICO)** Financial Accounting module
* **QuickBooks** Pro 2011
* **Tally** 9 and **Peachtree** 2010
* **Microsoft Office** (Publisher, Spreadsheets, Word Processors, Presentation Software, Email Softwares)

**Accounting system implementation** * **Migrated opening balances** while considering senstivity of Airline due balances and all financial data from Etraval to Traccs with proper matching and reconcialation.
* **Implemented accounting system** on new software according to company parameter and accounting standard IAS.
* **Develop a straightforward strategy** and process to transfer data.
* **Prepare cash management** program to ensure all branches have sufficent cash to meet operational expenses.
* **Fasten accounting process with quality** assurance to meet deadline of national holding group reporting.
* **Implemented a sound internal control system** to ensure management has timely, Accurate and complete information to monitor the acheivement of operational goals and objectives.
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**Employment**

**Etihad National Travel & tourism Abu Dhabi, UAE** [**www.etihadnational.com**](http://www.etihadnational.com)

**Feb 2013 –Present Accountant General**

**Financial planning and analysis**:
• Prepare and submit project specific forecasted profitability statements with analysis and recommendations
• On completion of a course, prepare a Course P & L with analysis and report to management
• Prepare monthly cash flow and profitability forecasts and compare actual with forecast
• Help in preparing the annual business plan and budget
• Prepare and submit the Monthly Financial Report (MFR) that includes P & L, cash flow and balance sheet, with analysis and comments

**General Ledger Accounting:**
•Book all accounting entries clearly, accurately, completely and on time.
• Book revenue and cost recognition entries accurately
• Capitalize or expense costs as appropriate and charged to the correct cost centre.
• Book all period end entries (prepayments, accruals etc) correctly and promptly.
• Keep proper records to support all accounting entries.
• Check that all sub ledgers (AP, AR, and Fixed Assets) agree with the respective GL control account.
• Notify any unusual transactions or key issues to the Manager-Accounts.
• Ensure that GL is closed as per agreed schedule

**Payables Accounting:**
• Ensure that suppliers are all paid within the contractually agreed payment period.
• Deal directly with suppliers and manage supplier expectations.
• Ensure payables sub ledger accounts are reconciled to the suppliers’ statements of accounts on half yearly basis.
• Keep proper records of all payments.
• Ensure that accruals are booked with completeness & accuracy monthly and at year end.
• Ensure that payables are closed for the period promptly and without issues.

**Receivables Accounting:**
• Ensure suppliers and clients have been invoiced correctly and promptly as per contract terms.
• Apply receipts to invoices in a timely and accurate manner and ensure that unapplied receipts do not accumulate.
• Ensure that all credit transactions (reversal of sales, waiver of interest/fees/other charges) are correct, approved and accounted without delay.
• Process refunds to clients correctly and promptly (reversal of sale, reversal of invoices, refund).
• Prepare the monthly receivables aging analysis report.
• Follow up on delinquent receivables

* **Reporting to (Financial Controller)**

**Tariq Ayub Anwar & Co Chartered Accountant Firm (Affiliated with CH International)**

**Oct 2009 – Aug 2011 Audit Associate**

**Area of Experience:**

• **Finance & Accounting** Services.

• **External & Internal Audit**

• Conducting **Planning** and performing auditing.

• **Preparation** of Financial Statements.

• **Journalizing posting** and making trial balance of daily transactions.

• **Reconciliation** with Suppliers, Customers & Bank Account.

* **Reported to (Senior Auditor )**

**Philip Morris International (PMI Pakistan) Limited (Lakson Tobacco Company)**

**Jun 2011 – Dec 2011 Accountant {Internship}**

* **Prepare regular reports** and summaries of Accounting Activities
* **Reconciled** bank statements through **SAP**, cash accounts, accounts receivable and payable balances on a monthly basis. Prepared year-end schedules for audit
* **Supervising** and coordinating subordinates to ensure in smooth accounting.
* **Preparing payroll**, and enter data of **250** employees for salary payments
* **Balancing** Petty Cash on Daily basis
* **Examine** the Advances to Employees & recoveries thereof, ensuring in stipulated time
* **Streamlining** of Customers Detail by verifying from the bank.
* **Audit** All The Petty Cash & Present Report to The Top Management
* **Draft** cheques and fund transfer as requested by the managers
* **Card Charging** of Customers
* Promptly working on **Accounting** **ERP** **SAP (FICO)** and Internal Software **GLAD**.
* **Reported to (Finance Manager)**

**Education**

**Professional & Academic**

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| * **Certified Internal Auditor (CIA) Continue Institute of Internal Auditors (IIA)**
* **Member –Institute of Public Accountants Australia (MIPA) 2016**
* **Associate – Institute of Financial Accountants U.K (AFA) 2016**
* **Certified –Institute of Financial Consultant Canada, US (CFC) 2014**
* **Master of Commerce M.Com (Public Finance) 2012**
* **Bachelors in Commerce (B.COM)**  **2009**
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| **research projects*** **SWOT Analysis and PEST Analysis** of Philip Morris International PMI (Pakistan)Limited(Formerly Lakson Tobacco Company)
* **Ratio Analysis,**
* **Financial Statement** Analysis

**Awards*** Achieve **Performance Award** University of MARDAN, Pakistan

**Reference*** Will Provide on Demand
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