Adeel

(Accounting & Finance Manager)

Dubai UAE

Email: adeel.164915@2freemail.com

**Objective:**

Seeking a position with a company that will allow me to utilize my accounting, financial management, professional, ethical and problem-solving skills to contribute to sound economy.

**Personal Summary:**

Committed to excellence and possess an ability to drive efficiency and financial improvements with 8+ years of extensive experience in general accounting, bookkeeping, tax remittances, auditing, financial forecasting and management reporting. Proven track record in management, administration, marketing and client relations with strong IFRS & VAT knowledge and background in conducting cost benefit analysis, price costing and forecasting. Well organized and result driven team leader with excellent communication and coordination skills. Maintain cooperative working relationship with clients, investors, governmental authorities, vendors, statutory auditors and other third parties dealing with the company to ensure smooth work flow. Proficient in various accounting packages and MS Office applications.

**Education:**

**Degree / Certification Institute Major Subjects**

●ACCA(UK) ACCA, United Kingdom Accounting,Auditing, Finance& Reporting

● Advance Diploma (UAE) Accountants & Auditors Association Accounting, Auditing, Finance & Reporting

● BSc (PAK) IUB, Pakistan Mathematics & Statistics

●Fsc (PAK) BISE Bahawalpur, Pakistan Mathematics, Statistics &Economics

**Career Snapshot:**

1- **Accounting & Finance Manager** : Popular Homes Technical Services LLC, Dubai, U.A.E. (Apr 2017 to Sep 2018)

2- **Chief Accountant** : Bits FZE, Sharjah U.A.E. (Sep 2015 to Mar 2017)

3-**Accounts Manager** : 4 X Force Motors L.L.C. Dubai, U.A.E. (Sep 2013 to Aug 2015)

4-**Assistant Auditor & Accountant** : WACO Chartered Accountants, Lahore, Pakistan (April 2012 to Mar 2013)

5- **Assistant Accounts Officer** : Leiner Pak Gelatine Limited, Lahore, Pakistan (Nov 2009 to Dec 2011)

**Proven Job Roles:**

**1- Popular Homes Technical Services LLC,Dubai, U.A.E.**  (Apr 2017to Sep 2018)

**Company Profile :**The company's principal areas of business interests include General Maintenance, facilities management, technical contracting work on buildings and provision of specialized skilled manpower and technical project management. A brand name Popular Homes Technical Services LLC was given to easily identify division’s business areas and is offering its services on ad-hoc basis (where required) and an annual based service contract.

**Title :**Accounting & Finance Manager

**Responsibility:**My responsibilities are to manageall Accounting affairs, Financial Reporting, Customers and Vendors reconciliation, maintaining day-to- day cash inflows and outflows, Preparing Payroll, Funds Utilization Report, Maintaining debtor and Creditor aging,Internal Audit of all payments and receipts, Day-to-day Reporting, managing Value Added Tax (VAT) & filing quarterly VAT return, and liaison with external parties including clients. Making financial decisions, team management and strategic issues handling is also the part of my responsibilities.

**Report To :**Managing Director of the Company.

**2- Bits FZE, Sharjah U.A.E.**  (Sep 2015to Mar 2017)

**Company Profile :**BITS Provider is anI.T and Business Solutions provider Company.The Company focused on customization and development of running and new applications/business solutions. The Company Provides guidance that howthe business can grow using Information Technology and Accounting solutions. Bits Provider has become a trusted brand and achieved satisfaction of clients. .

**Title :**Chief Accountant

**Responsibility :**My responsibilities are to handle all Accounting matters, Financial Reporting, Daily Reporting, running company’s cash cycle, Liaison with external parties including clients. Making financial decisions, team management and strategic issues handling is also the part of my responsibilities.

**Report To :**CEO of the Company.

1. **4 X Force Motors L.L.C. Dubai, U.A.E.**  (Sep 2013 to Aug 2015­)

**Company Profile :**Established in 2011, have successfully developed, achieving an enviable reputation for engineering excellence, service quality, reliability, flexibility and value for money. Today the Company is an independent auto engineering services provider of choice to a number of Dubai’s discerning private motorists. Customer rely on Company for preventive vehicle maintenance, exhaust and suspension services, climate control repair, oil and filter changes, tires, and engine tune-ups. .

**Title :**Accounts Manager

**Responsibility :**My primary responsibilities is to handle all day to day Accounting matters, Financial Reporting, Daily Reporting, running company’s cash cycle, Liaison with external parties including suppliers, customers and banks. Making financial decisions, team management and strategic issues handling is also the part of my responsibilities.

**Report To :**General Manager of the Company.

1. **Waseem Ashfaq & Co. Chartered Accountants, Lahore, Pakistan**  (April 2012 to Mar 2013­)

**Company Profile :**WACO is member firm of JCA International. JCA International is a globally integrated network comprising of accountancy, audit,taxation, legal, management and real estate consultancies from across the world.WACO is a firm compliant of the International Federation of Accountants (IFAC), accounting standards (IASs & IFRSs), auditing standards (ISAs) and guidelines on Code of Ethics as adopted by the Institute of Chartered Accountants of Pakistan (ICAP). The firm has held satisfactory rating under the Quality Control Review (QCR) program of the ICAP. The firm has a good number of clients including listed & non-listed companies. The registered office of the Company is situated at Lahore.

**Title :**Assistant Auditor & Accountant

**Responsibility :**My primary responsibilities were to handle different Listed and Non Listed clients in the External Audit**,** Internal Audit, Other Accounting Services**,** Reviewing & Guiding the Junior team.

**Report To :**Audit Manager & Audit Partner.

**5- Leiner Pak Gelatine Limited, Lahore, Pakistan**  (Nov 2009 to Dec 2011­)

**Company Profile :**The Company was incorporated in Pakistan on 14 February 1983 as a public limited Company.The registered office of the Company is situated at 17-G, Gulberg II, Lahore. The Company is listed on Karachi and Lahore Stock Exchanges in Pakistan. The Company is engaged in manufacture and sale of gelatine, di-calcium phosphate and glue produced from animal bones.

**Title :**Assistant Accounts Officer

**Responsibility:** My Responsibilities were included variety of tasks which are toCheck the documentation & Documents Handling**,** Input of all transactions**,** Maintenance of proper accounting records**,** Review the market trends**,** For making of company Budget**,** Company Chart of Accounts**,** Implementations of accounting standards**,** Dealing with all company’s incomes and expenses**,** Generating various reports**,** Preparation of Financial StatementsandInput in Strategic Decision Making.

**Report To:** Chief Financial Officer (CFO).

**Workshops& Academic Projects:**

1. **Emerging trend in Accounting, Technology and Leadership** On 15th& 16th May 2017

Dubai Airport Freezone, Dubai, UAE

1. **Financial Statement Analysis** From 15th Jun 2009 to 15th July 2009

Shamim Group Of Industries, BahawlPur, Pakistan

1. **Financial Statement Analysis** From1st Sep 2009 to 15th Sep 2009

Chinab Group Of Industries, Rahimyar Khan, Pakistan

**Computer Skills:**

* QuickBooks Accounting Software.
* Tally Accounting Software.
* Peachtree Accounting Solution.
* T Mats Accounting System.
* Microsoft Office XP and Latest(Word, Excel, PowerPoint).
* Proficient in use of different Operating Systems.

**Strengths:**

* Outstanding Planning & Coordinating Skills
* Well versed in VAT / Taxation and Financial Reporting
* People Management & Team Building
* Goal oriented, reliable, persistent
* Adaptability and Ability to work with broad range of people
* Analytical andCommunication Skills
* Decision Making & Task Orientation
* High degree of energy & motivation

**Other Interests:**

* Book reading &Net Browsing
* Photography& Tourism
* Graphics Designing

**Personal Information:**

* Nationality : Pakistani
* Driving License : Dubai, UAE
* Visa Status : : Employment Visa
* Date of Birth : June 30, 1987
* Marital Status : Married
* Religion : Islam

**Linguistics Ability:**

I can read, write and speakEnglish Urdu and Punjabi.

**Reference:**

References will be provided upon demand.