**Curriculum Vitae

Name : Sabahat

[Sabahat.172432@2freemail.com](mailto:Sabahat.172432@2freemail.com)

**Objective :** To pursue a challenging career in a dynamic organization that provides constant

Opportunities for career advancement and self-development.

**Academic**

**Qualification :** **Post Graduated in economics. *University of Karachi, Pakistan***

**Graduated in commerce, *University of Karachi, Pakistan***

**Professional**

**Qualification : Pursuing CMA (Certified Management Accountant) from Orient MCT Abu Dhabi (IMA USA).**

Cleared ACCA exams F3 (Financial Accounting) in December 2009

Certification from Institute of Professional Advancement (IPA), 80-hr course “Computerized and Manual Accountancy”

Certification from Institute of Business Administration (IBA), 40 hr. course “Business English Program”

**Earned 35 PDUs of PMP® Certification from Cambridge Institute – Sharjah, UAE**

**I. T. Skills : Oracle E-Business Suites R12.1 (Financial modules; GL-AP-AR-FA-CM) from IBM Consultant (Nov’ 2011 to May’ 2012).**

**Familiar with Microsoft Dynamics GP 10 ERP.**

**Tally ERP 9 “Tally Solutions FZ LLC” Dubai, UAE.**

**PayTRAX, A complete HR and Payroll Software by "Prologic First Software" Dubai, UAE.**

Post Graduate Certificate (PGC) in Oracle 9i Solution (IDS/DBA/IAS) from NED University of Engineering and Technology (NED), Karachi

One year Diploma in Information Technology from Sindh Board of Tech Education Karachi.

**Experience**

**Company Royal Development for Gas Works & Contracting Est.** *(Abu Dhabi / Dubai)*

**Period September-2013 - Till Date**

**Position Accounts Manager cum Projects Accountant**

**Introduction The Company engaged in installation of centralized Gas Systems (LPG / SNG / NG) in Building, Malls, Restaurants, etc… as well as in distribution of Gas to the Restaurant, Home Building Consumers and Malls etc…**

**Duties carried out but not limited to:**

* Month end closing process
* Supervise asset, liability, revenue and expense entries by compiling and analyzing account information
* Maintaining and balancing subsidiary accounts to the GL by verifying, allocating, posting, reconciling transactions; resolving discrepancies
* Review and summarize financial status by collecting information, preparing balance sheets, profit and loss, and other statements
* Determine financial status by comparing and analyzing plans and forecasts with actual results.
* Cost Allocation of expenses
* Supervising 01 Senior & 02 Junior Accountants Team
* Perform and maintain duties that could involve payroll, AP, AR, cash receipts & stock in warehouse
* Oversee month end accrual and prepayments adjustments
* Intercompany transaction, reconciliation and adjustments / rectification of error
* Compile information & Coordinate to external auditors (Talal Abu Ghazaleh), as require
* Maintenance of Chart of Accounts as per requirements. Responsible for GL.
* Trial Balance to Final Accounts
* Any ad hoc reporting require by senior management
* Financials & Controls of Projects from Inception to completion “Performance Indicators”: (Order Income, Revenues, Estimate/Cost To Completion, Margin, Working Capital, Commitments, Cash Flows, LCs, etc.)
* Create project accounts in the accounting system
* Maintain project-related records, including contracts and change orders
* Authorize to transfer of expenses into and out of project-related accounts
* Review and approve supplier invoices related to a project
* Review and approve time sheets for work related to a project
* Review account totals related to project assets and expenses
* Investigate project variances and submit variance reports to management
* Follow-up with Main Contractors for unpaid contract billings
* Report on project profitability to management
* Arranging of Bank Guarantees / LG / Performance Bonds and Follow-up with Main Contractors to Release of Retention Money and Performance Guarantees
* Close out project accounts upon project completion

**Company Grand Royal Furniture Trading LLC. (Versace Homes)** *(Abu Dhabi, UAE / Doha, Qatar)*

**Period September-2012 to August 2013**

**Position Manager Accountant.**

**Introduction The business is engaged in selling of Italian Brands of Royal Furniture to VIP clients in different countries like: UAE, Qatar, Russia, USA etc…**

**Duties Carried out but not limited to:**

* + Turned the business from retail showrooms to companies through effective policies & planning.
  + Implementation of Accounting software “Peachtree 2012”, making of strong and effective Chart of Accounts and implement the policies and procedures.
  + Finalization of Monthly Accounts (Statement of Financial Position, Income Statement, Statement of Comprehensive Income) & Balance Sheet Reconciliation.
  + Preparation and Maintenance of Budget as per forecasted revenue and calculation of Profit Volume Ratio.
  + Preparation of Reports for the budgeted & actual financial statement analysis.
  + Preparation of Cost Reports with the help of cost centers and preparation of projects cost analysis reports.
  + Cost Allocation.
  + Maintenance of Non-Current Assets Register / Ledger with depreciation.
  + Maintaining employees’ ledger for provisions on monthly basis.
  + Preparing and Maintaining Group Payroll through WPS and making staff Funds and Benefits Report (Vacation pay & Final Settlements)
  + Dealing with clients for Recovery & arranging online payments for factories in Italy.
  + Dealing with bank in respect of deposits / withdrawals / LCs & Facilities.
  + Maintaining Inventory on Monthly Basis.
  + Dealing with external auditors for audit & timely preparation of reports.

**Company Uzma Curtain, Interior Decorators & Furniture.** *(Karachi, Pakistan)*

**Period November-2011 to June-2012**

**Position Manager Accounts, (03 Outlets in Karachi)**

**Introduction Uzma Curtains & Interiors is become a brand name in Karachi Interior Fit-Out Market and The business is growing fast in the region through self-generated PR of the VIP clients**

**Duties Carried out but not limited to:**

* + Finalization of Monthly Accounts (Statement of Financial Position, Income Statement, Statement of Comprehensive Income) & Balance Sheet Reconciliation.
  + Preparation of Consolidated Financial Statement for 03 Outlets.
  + Preparation and Maintenance of Budget as per forecasted revenue and calculation of Profit Volume Ratio.
  + Led all 03 outlets branch accountants.
  + Reviewing Sales Reports for Sales Persons and Over All.
  + Cost Allocation.
  + Monthly Accruals (Staff and others).
  + Maintenance of Non-Current Assets Register / Ledger with depreciation.
  + Preparing and Maintaining Group Payroll and making staff Funds and Benefits Report; EOBI, SESSI. Etc…

**Company Bin Otaiba Investment Group.** (United Arab Emirates)

**1 - M/s. InterCare Cleaning & Maint. Est. Abu Dhabi**

**2 - M/s. InterCare Cleaning Est. Sharjah. (Sister Company)**

**3 - Smart Laundry, Sharjah.**

**4 - Embassy Suites Hotel Sharjah.**

**5 - Cleaning System L.L.C (Trading) (Visual Soft) till 30 April’ 2008**

**Period January-2007 to May-2011**

**Position Accountant (Group)**

**Introduction The group is engaged over three decade in the business of different industries like; Real Estate, Hospitality, oil & gas, construction, facility management & manpower management etc…**

**Duties Carried out but not limited to:**

* + Finalization of Monthly Accounts (Statement of Financial Position, Income Statement, Statement of Comprehensive Income) & Balance Sheet Reconciliation according to IAS 1.
  + Preparation of Consolidated Financial Statement for group companies.
  + Preparation and Maintenance of Budget as per predicted revenue and calculation of Profit Volume Ratio. (Ratio Analysis Reports)
  + Preparation of Reports for the budgeted & actual financial statement analysis.
  + Preparation of Statement of Cash Flow & Statement of Cash Flow Projection according to IAS 7.
  + Making, Posting, Checking and controlling Invoices issued.
  + Cost Allocation of Expenses.
  + Maintenance of Accounts for month end accrual transactions.
  + Maintenance of Non-Current Assets Register / Ledger according to IAS 16 with depreciation.
  + Maintaining employees’ ledger for provisions on monthly basis.
  + Preparing and Maintaining Group payroll as per WPS and making staff Funds and Benefits Report; final settlement and vacation pay etc…
  + Dealing with clients for Recovery according to credit terms
  + Dealing with suppliers for purchase process.
  + Arranging payments for suppliers' according to credit terms.
  + Dealing with bank in respect of deposits / withdrawals, LGs, Bank Guarantees & Facilities.
  + Preparation of Cash Book and Monthly Bank Reconciliation.
  + Maintaining Inventory on Monthly Basis according to IAS 2.
  + Dealing with external auditors for audit & timely preparation of reports.
  + Maintenance of annual contracts for clients.
  + Conducting timely meetings for P&L and others as necessary.
  + Maintenance of insurance policies for assets, workmen compensation and public liability.

**Company International Trading Company.** *(Karachi Pakistan)*

**Period November-2003 to Jun-2006**

**Position Accounts Officer,**

**Duties Carried out but not limited to:**

* + Assisted to chief accountant in finalization of Monthly Accounts.
  + Prepared Trial Balance.
  + Monthly Receivable and Payable Reports.
  + Dealt with bank in respect of deposits and withdrawals.
  + Monthly Bank Reconciliation.
  + Payroll Management.
  + Dealt with customers.
  + Coordinated with the Auditors.
  + Filling of Income Tax Returns. (salary)
  + Filling of other reports in respect to Staff social security and funds.

**Company Mechnolink Pakistan,** *(Karachi Pakistan)*

**Period February-1999 to October-2003**

**Position Accounts Officer.**

**Duties Carried out but not limited to:**

* + Preparation of Trial Balance Sheet.
  + Handled all petty cash activities.
  + Making Reports for the Accounts manager in respect to closing of monthly Accounts.
  + Monthly Invoice entry.
  + Dealt with customers.
  + Assisted in Yearly Audit.
  + Filling of Income Tax Returns. (salary)

**Company Hijaz Ceramics,** *(Karachi Pakistan)*

**Period December-1996 to January-1999**

**Position Assistant Accountant.**

**Duties Carried out but not limited to:**

* + Preparation of Accounts Reports.
  + Material Issued and received reports and entry.
  + Issuance of delivery Order Purchase order and Gate Passes.
  + Preparation of Petty Cash Vouchers.
  + Dealt with customers.

**Knowledge & Skills**

* Sufficient Knowledge of UAE Labor Laws, GAAP, IAS & IFRS
* Knowledge to work within Organization's Internal Control Framework
* Ability to mold myself according to multi-cultural environment
* Ability to lead a team in such a professional manner
* Ability to transfer ideas in words and actions
* Command on ethics and soft skills