

 **Hozefa**

**Hozefa.174813@2freemail.com**

***Finance & Accounts / Procurement / Admin***

## EXECUTIVE SYNOPSIS

**AREAS OF EXPERTISE**

Finance & Accounts-Payable/Receivable

Procurement
Administration & Operations

**EDUCATION**

B.Com from Karachi University, Pakistan in 1998

Higher Secondary Certificate

from Pakistan

Secondary School Certificate from Pakistan

**IT PROFICIENCY**

 \*Advanced skills in all components of MS

 Office. Windows (XP, 7, VISTA)

\*Working experience on accounting software Orion, Peachtree & Tally

**PERSONAL DATA**

 Date of Birth 02nd February 1978

 Marital Status Married

 Nationality Pakistani

 Languages English, Urdu, Gujrati

 **Holding valid U.A.E. Driving License**

* This letter is to introduce myself for an available position in your organization. Highly accomplished professional with UAE 12 years of multifaceted experience in Finance & accounts, Procurement & Admin. My diversified & in-depth professional work experience has enabled me to present myself as a potential candidate for a suitable position in an organization that can fulfill my need for persistent professional development & provide an opportunity for career growth.
* I am a Graduate. Intensive experiences with a Chemical & Media firm “Channel-4 Network, has honed my leadership, team management, organizational & communicative skills, while enlarging my ability to take initiative & work with a diverse set of people.
* This exposure has provided me with an inside view of the key business processes within an organization, management procedures, accounting & internal control systems & regulatory as well as accounting frameworks of an array of commercial entities. Further, it has enriched me professionally and equipped me with the traits needed to deal with a variety of real life business situations in an innovative, creative, effective & efficient manner.
* I would welcome the opportunity to personally discuss with you how my qualifications may suit your organization’s needs.

## Key Skills

* Motivated to continuous learning for professional and personal improvement.
* Try to integrate knowledge into practice.
* Willing to work independently and as well as part of a team.

## Positive and ambitious attitude.

## PROFESSIONAL EXPERIENCE

***Ajman Independent Studios LLC (Ajman TV) (Channel - 4 Network)*** June 2006 to till date **Accountant**

**Key Deliverables:**

I have been associated with the leading Media firm Channel-4 Network at Ajman -UAE since June 2006, contributing to 10 years of experience which is explained as follows:

* To prepare & process accounting entries to manage accounts of the company.
* Bank reconcile & Reconcile vendor’s accounting records & make necessary adjustments after getting approvals from the management.
* To examine vendor’s invoices, supporting documents & review suppliers quotation to ensure accuracy & restrict frauds & duplications.
* Investigate to resolve variety of pending payment issues with resolutions & consultation of business owners.
* Managed financial departments with responsibility for Payroll functions for 200+ employees, Accounts Payable & Receivable.
* Prepare aging reports based on the Credit Period granted by suppliers. According notify Finance department for arranging funds on that particular dates.
* Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management.
* Rectified escalated accounts payable issues from employees and vendors.
* Prepare Purchase Requisition & Process all purchase orders for Maintenance & Stores Dept.
* Assist the Buyer on special projects focused on cost reduction initiatives & process improvement.
* Contact suppliers to resolve missed deliveries, short deliveries & pricing discrepancies.
* Worked with accounting personnel in resolving invoice discrepancies.
* Evaluating vendors & negotiating the price, delivery schedule & terms & conditions with them.
* Tracking of purchase orders information and postings of transactions at the time of payments.
* Channel -4 Network: Receivable Department: Maintain Receivables records & generate aging report on weekly basis. Upon management instruction.
* Preparing sales invoices & handling petty cash.
* Communicate with customers for resolving non-payment issues.
* Maintaining PDC cheques details & timely deposit in to the banks.
* Using **WIDE ORBIT and ORION** Accounting Software

***Rainbow General Trading LLC –U.A.E*** March 2004 to May 2006

**Accountant**

**Key Deliverables:**

I have been associated with the leading Chemical firm Rainbow General Trading LLC at Ajman -UAE since June 2004 – 2006, contributing to 2 years of experience which is explained as follows:

* To prepare Daily Cash Summary reports to monitor receivables and payables standing.
* To prepare Sales Invoices and Delivery Order for each client to maintain local purchases and ledger.
* Take monthly Physical Stock Count and prepare summary reports.
* Co-ordinate with Banks and Clients for reconciliation for dues and collections.
* Accounting entries were posted in **TALLY** software.
* Setting up and coordinating meetings and conferences.
* Circulating documents via post and email.
* Handling requests for information and data.
* Filing and administrative responsibilities.

 ***Freedom Chemicals – Pakistan*** Nov. 1998 to Feb. 2004

**Accountant**

**Key Deliverables:**

 I have been associated with the leading Chemical firm Freedom Chemicals at Karachi -Pakistan since June 1998 - 2004, contributing to 6 years of experience which is explained as follows:

* Prepared Purchase and Delivery orders and posting into ledger using **PEACHTREE** accounting software.
* Filing and coordinated with Tax department for sale tax returns.
* Prepare documents and forms for opening Letter of Credit.
* Follow up with Clearing Agents and Freight Forwarder on arrival of consignments.