*** Adeel***

***Email:*** **adeel-189621@gulfjobseeker.com**

**Executive Profile:**

* *To become a dynamic part in an organization that, is rapidly growing and Offers potential for development of academic and professional skills for Mutual benefit.*

**Experience:**

1. **Accountant (Oct 2014 –Present).**

**Group of Companies in Dubai**

**Khunji Abaya Industry**

**Key Responsibilities as Accountant**

* *Prepare daily income/sales and prepare daily journal entry.*
* *Bank Reconciliation on Daily Basis for Funds Utilization & Coordinate and resolve various issues with bank such as cleared check differences, and enhancements to online services.*
* *Recording monthly expense transactions.*
* *Compile monthly sales report for Annual Audit.*
* *Prepare customer statements, bills and invoices, and reconcile expenses to the general ledger and prepare monthly receivable statement.*
* *Perform accounting functions as assigned including, reconcile, accrual, cash, cash applied to A/R, bad debt allowance and non-admitted A/R on a monthly basis.*
* *Document policies, procedures and workflow for assigned areas of responsibility.*
* *Finalize Trial Balance, Financials with supporting schedules.*
* *Vat returns filing.*

**02.** **Accounts Officer (July 2012 –September 2014).**

**Multan Fabrics (Pvt) Limited.**

*A Group Company of Mahmood group of Industries - One of the Leading groups in textile sector of Pakistan.*

**Key Responsibilities As Accounts Officer**

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* *Recording & Maintaining details of monthly exports, & reconciliations of trade debtors.*
* *Preparation of all monthly Export sales Invoices on Sale module software.*
* *Bank Reconciliation on Daily Basis for Funds Utilization.*
* *Preparing & reconciling store accessories on monthly basis.*
* *Supervise the activities of petty cash payments and payments of salaries, wages and over time.*
* *Reconciliation of yarn purchase, yarn issuance and fabric receipt system with manual.*
* *Preparation of all monthly Sales Tax and Withholding Tax Returns.*
* *Process Refund case for Sales Tax.*
* *Any special task assign by the higher management from time to time.*
1. **Junior Accountant (Aug 2010 – June 2012). Multan Fabrics (Pvt) Limited.**

*A Group Company of Mahmood group of Industries - One of the Leading groups in textile sector of Pakistan.*

**Key Responsibilities as Junior Accountant**

* *Perform weekly and monthly physical stock checks & assets and tools counts at all the plants and highlight variances to the management.*
* *Coordinate with production to ensure that work orders are closed the moment goods are shipped.*
* *Prepare and distribute daily, weekly, monthly and ad-hoc inventory levels and consumption reports to all the relevant departments.*
* *Ensuring that finished goods shipped to the customers are matched with the actual invoices issued to the customers in the MRP system.*
* *Coordinate with accounting to ensure that all product costs are properly taken in the cost of sales and inventory costs.*
* *Ensure accurate and timely month-end closing tasks that include, account analysis, reconciliations, accruals, journal entries, actual to forecast variance analysis, and preparation of various internal reports.*

**04. Asst .Warehouse Incharge (june 2008–July2010)**

**Multan Fabrics (Pvt) Ltd.**

**Key Responsibilities as Junior Accountant**

* *Worked in Mahmoud Group Industries as 2 year Asst. ware house in charge Was taking care of all Materials in Warehouse , update the record in EXCEL*
* *Scanning all day to day materials coming IN & OUT.*
* *Making daily report on excel and doing QC Scanning of boxes / items*
* *To Update Delivered materials to customers on daily basis*

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* *Handling customers at the office and making sure to solve their problems*

**05. Operation staff/ Courier (May 2007– April2008)**

**OCS Courier Service Pakistan (Pvt) Ltd.**

**Key Responsibilities As Operation staff/courier**

* *Duty, was scanning all shipments received in office, helping dispatch team,*
* *Making sure all shipments taken by staff to check in RUN SHEET / Manifest*
* *Taking care of Warehouse, scanning shipments left behind and doing QC*
* *Making daily report on excel for all delivered shipments,*
* *To Update Undelivered shipments in system or excel sheet*
* *Handling customers at the office, helping them in filling the AWBS.*
	1. **Sales consultant. (Feb 2006-April2007) Alico Life Insurance (AIG)**



**Key Responsibilities As Sales Consultant**

* *Design and implement effective marketing strategies to sell new insurance contracts or adjust existing ones*
* *Contact potential clients and create rapport by networking, using referrals etc.*
* *Appraise the wishes and demands of business or individual customers and sell the suitable protection plans*
* *Collect information from clients on their risk profiles in order to offer them the proper solution*
* *Prepare reports to shareholders on the success of your business endeavors*

**Academic Qualification:**

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| --- | --- | --- |
| ➢ ***M.com (result waiting 2019)*** | ***Bahauddin*** | ***Zakariya University, Multan, Pakistan*** |
| ➢ ***Graduation (B.Com 2010 )*** | ***Bahauddin*** | ***Zakariya University, Multan, Pakistan*** |
| ➢ ***F.C.S*** | ***B.I.S.E. Multan, Pakistan*** |
| ➢ ***Matric*** | ***B.I.S.E. Multan, Pakistan*** |

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**Personal Details:**

|  |  |  |
| --- | --- | --- |
| ***Date of Birth*** | *:* | *23rd July-1986* |
| ***Visa status*** | *:* | ***Employment*** |
| ***Nationality*** | *:* | *Pakistani* |
| ***Gender*** | *:* | *Male* |
| ***Religion*** | ***:*** | *Islam* |

**Area of Interests**

* *Accounts and finance*
* *Inventory Management*
* *Planning*
* *Business Communication*

**IT SKILL**

* *Tally, Pact, Visual basic type accounting software’s*
* *MS Office (MS-Word, MS-Excel, and Power Point) complete,*
* *Installation of all the software, and hardware.*

**Languages Proficiency:**

* ***Excellent comments*** *on English, Hindi/Urdu, and Panjabi*

**Declaration:**

*I hereby declare that the above furnished information is true to the best of knowledge and belief. If you give me a chance to work under your leadership at your esteem field, I will prove my best to satisfy my authorities. Waiting for your kind and favorable reply.*

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