ADEEL

Certificate in Public Accounting at ICPAP Dubai, United Arab Emirates


## Contact

Personal Contact: adeel-189621@2freemail.com

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504973598

Date of Birth : 23rd July1986 Visa status : Employment Nationality : Pakistani Driving License : valid

Gender : Male

Religion : Islam

## Top Skills

Account Reconciliation Accounting

Sales Tax

## Languages

Urdu English Hindi

## Certifications

Post Grad Diploma in Public Accounting (PGDPA)

M.COM (2017-2019)

B.COM (2008-2010)

## IT Skills

Pact Accounting

QuickBooks, Tally (somehow)

# Summary

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

#### Accountant

October 2014 - May 2020 (5 years 8 months)

##### Dubai U.A.E

Prepare daily income/sales and prepare daily journal entry.

Bank Reconciliation on Daily Basis for Funds Utilization Manage. PDC, cash and cheque deposits and other utility bills.

Payroll management –staff and workers salary through WPS & OT. Compile monthly sales report for Audit.

Prepare customer statements, bills and invoices, and reconcile expenses to the general ledger and prepare monthly receivable statement.

Asst. to perform full set of accounts P&L & B/S and ensure timely closing of accounts.

Vat returns filing.

Handle PRO Responsibility when he is not available or on vacation. Obtain Employment Visa, Renewal visa and Renew Commercial license.

### Mahmood Group of Industries

6 years 4 months

#### Senior Accounts Officer

July 2012 - September 2014 (2 years 3 months)

##### Multan, Pakistan

Assisting in Finalization of Accounts Balance Sheet Profit and Loss Statements.

Recording & Maintaining details of monthly exports, & reconciliations of trade debtors.

Preparation of all monthly Export sales Invoices on Sale module software.

Group wide Reconciliations for inter group transactions.

Recording LC’s, their landed cost, verifying the stock reports and their financing transactions

Bank Reconciliation on Daily Basis for Funds Utilization.

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.

Assisting monthly stock counts and internal audit activities. 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.

#### Junior Accountant

August 2010 - June 2012 (1 year 11 months)

##### Multan, Pakistan

Perform weekly and monthly physical stock checks & assets and tools counts at all the plants and highlight variances to the management.

Maintaining acceptable and accurate inventory levels at warehouse/inventory locations based on goods shipped. Report shortfalls and surplus inventory weekly and monthly for replenishment.

Coordinate with the production and supply chain teams to ensure that records relating to inventory in the MRP are properly maintained.

Responsible for communicating with all department managers and purchasing on inventory levels and locations. Ensuring that goods received by warehouse are matched with the actual invoices from the suppliers in the MRP system.

Coordinate with production to ensure that work orders are closed the moment goods are shipped.

Coordinate with warehouse team to implement and ensure control system to reduce damage, breakage and inventory obsolescence. Reviewing obsolete/ redundant inventory to facilitate their removal from the warehouse. Assist Financial Controller in ad-hoc relevant projects.

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.

#### Asst. Warehouse Incharge

June 2008 - July 2010 (2 years 2 months) Multan**, Pakistan**

Worked in Mahmoud Group Industries as 2 year Asst. warehouse Incharge 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 concern department on daily basis

# Education

### Bahauddin Zakariya University

Master in Commerce, Accounting and Business/Management · (2017 - 2019)

### Bahauddin Zakariya University

Bachelor of Commerce (B.Com.), Accounting and Finance · (2008 - 2010)