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**CAREER SUMMARY**

During my experience of over three years, I perform a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; maintains the accuracy of the ledgers and financial systems; assists in the preparation of assigned budgets, annual audit, and year end closing; and provides highly responsible staff assistance to assigned management staff.

**AREA OF EXPERTISE**

**Accounts Management**-Adept at reviewing accounting records and other financial data to assess accuracy, completeness and conformance with company policies and applicable reporting standards.  
-Provide leadership, direction and training to assistants / juniors on accounting systems.  
-Take care of accounts receivable follow-up. Prepare reconciliation statements & final accounts such as profit and loss account and balance sheet.  
-Support the external audit in carrying-out and ensuring timely completion of audit.  
-Exposed in interacting with banks, vendors, auditors, government authorities, financial institution and other third parties dealing with the company.  
-Very well experienced in handling accounts upto finalization in a computerized environment.  
-Adept with calculating staff payroll, leave salary end of service benefits.  
 **Financial Management & Controls**  
  
-Manage all financial accounting, controlling and reporting activities of business group including bank transaction and fund management.  
-Develop financial planning process & systems, including the projected business plan for the division as sell as development, improvement of new and improvement of existing process plus procedures.  
-Implement finance, accounting and auditing procedure in strict compliance with IFRS (Internal Financial Reporting Standards) and IAS (International Accounting Standards).  
-Analyze financial result and provide the management with a clear understanding of financial performance and financial effects / implications of business plans & strategies including ways and means to maximize profitability by cost control measures and to increase net worth.  
-Obtain lines of credit and credit syndication from banks and financial institutions.  
-Prepare financial forecast capital budgeting and cash flow requirements.

**WORK EXPERIENCE**

Salman Nouman Enterprises Limited November 2012 — Present

Chief Accountant

-Reported the finalization of accounts to chief financial officer and managing director.  
-Spear headed 4 -6 Junior Accountants.  
-Compiled and prepared reports of the entries posted by Junior Accountants, checked and approved same.  
-Monitored daily bank balances through internet banking and prepared daily – Bank Statements.  
-Analyzed and checked the cheque payment vouchers and cheques after every transactions made.  
-Organized the bank reconciliation statements in the accounting package and prepared for presentation.  
-Created various MIS report such as monthly profit & loss accountant and balance sheet.  
-Liaised with chief financial officer and managing directors on reports presented.  
-Facilitated staff salary by monitoring their leave records and daily attendance organized monthly salary transfer instruction monitoring its confidentiality and taking approval from chief financial officer and managing director.  
-Calculated the staff leave salary, gratuity and end of service benefits. Kept confidentially of staff salary break up records, increment and bonus records.

Salman Nouman Enterprises Limited January 2011 — November 2012

Accountant

-Prepare, review and analyze financial statements.

-Write and present reports

-Measure all financial operations including financial statements, expenses and requests

-Investigate and reconcile discrepancies when they occur

-Comply with policies, procedures and standards at all times

-Month end processing, GL journals, review/prepare monthly reconciliations of GL accounts, including accounts adjustments

-Assist with corporate budget in preparation and maintenance of budgets and projection using Excel

-Preparation of year-end tax return

-Accounts payable – processing and payment of invoices by due date

-Debt collection and debtor management

-Bank reconciliation; provide cash flow forecasts /analysis for senior management

**QUALIFICATIONS**

* ICAEW Finalist (with 3 papers remaining) The Institute of Chartered Accountants in England & Wales.
* Associate Chartered Certified Accountant (ACCA) - 2011
* Certified Accounting Technician (CAT) - 2009

**IT SKILLS**

* Have good working experience in Tally, Quick Books & Peach tree accounting software.
* Proficient with MS Office Suite (Word & Excel), E-mail applications, internet surfing and web research

**PERSONAL DETAILS**

* Date of Birth: February 20, 1989
* Nationality: Pakistani
* Visa Status: Tourist Visa
* Marital Status: Single

**INTERESTS**

Football, Snooker, Computing & Socializing with friends.