****AZHAR

**ACCA-UK, BS Hons,** above **3- years of UAE experience in Field of Accounts**

**Address**: Dubai, United Arab Emirates

**Email**: AZHAR.209319@2freemail.com

**Nationality:** Pakistani

**Languages:** English, Urdu, and Punjabi

**Country Work Experience:** United Arab Emirates

**Date of Birth** 6th February 1993

**Country of Birth** Dubai UAE

**Marital Status** Single

**Driving License** UAE Light Vehicle

# Profile

3 Years of experienced professional in Auditing, General Accounting, Finance Management and Business Management, Administration and purchasing in an UAE based Company. A highly organized, detail oriented and dependable professional with the ability to apply accounting knowledge and experience to a diverse range of financial issues. My proficiency over the principles of Finance and accountancy along with that of computer applications like ERP, MS Office, SAP and SAGE, Quick books. Would help me to effectively performing my duties.

 Now looking for a position in Accounts and Finance, one which will make best use of my existing skills and experience contribute to the company's growth, in turn ensuring personal growth.

# CORE STRENGTHS & SKILLS

* Budget Preparation & Managing
* Office Management
* Analysis of Financial Statements
* Cash Flow Management
* Cash Handling
* Reconciliations
* Expense Analysis
* EOS Calculation
* Accounts Payable and Receivables
* General Ledger Accounting
* Aging Analysis
* Teambuilding & Staff Supervision
* Strategic Thinking
* Good IT Knowledge
* Contract Negotiation
* Self – Motivated
* High Level Of Integrity
* Financial Reports
* RERA Tenancy & Rent Index
* Lease Agreements
* Verify Lease Contracts

# Professional Experience

**“KEY BS DMCC” - (From APRIL 2014 to Present) DUBAI**

 **MEMBER OF ARABI HOLDING Group,** Established in Dubai in 2012.

* Senior Accountant : (April , 2014 - Present)

#### **Accounts/Finance** April 2014 TO Present

##### Responsibilities:

* Inputting, matching, batching and coding of Invoices.
* Finalizing of monthly, quarterly and yearly financial statements.
* Prepared, examined, analyzed records, financial statements and other reports.
* Responsible for monitoring profitability.
* Debtor and Creditor reconciliations and limit controlling.
* Preparation of various reports for managers.
* Responsible for financial accounts including budgets and cash -flow.
* Prepares security deposit refund invoices and delivers to Accounts Payable Department.
* Arranging the meeting with department managers periodically.
* Responsible for sales analysis and evaluation of costs and margins.
* Proactively identifying business improvement opportunities.
* Supervising junior members of staff and trainee accountants.
* Preparation of pay roll (WPS).
* Liaising with banks and other financial institutions.
* Review and confirm payroll related calculations including deduction, staff benefits etc.
* Ensuring that information is accurately collected & entered into systems.
* Avoids legal challenges by complying with legal requirements.
* Inputting of supplier invoices and employee expense claims to the ledgers.
* Documenting and monitoring internal controls in support of auditing team.
* Inter Company Books reconciliation.
* Conducting regular business reviews of financial performance.
* Preparation of monthly balance sheet account reconciliations.
* Fixed asset accounting, reconciliations and depreciation journals.
* Secures financial information by completing database backups.
* Protect organization's value by keeping information confidential.

# Education & Qualification

**(A**ssociation **o**f **C**harted **C**ertified **A**ccountants**) ACCA-UK** (Registration ID No: 2207980) **2011-2013**

**BS (Honor’s), (Oxford Brookes)**  **Nov-2016**

**CMA (C**ontinued)

# IT Skills

* Proficient with all Windows operating systems.
* Well exposed to MS-Office.
* Having firm knowledge in Installation as well as formatting of Windows.
* Having firm knowledge in installation of Computer Software’s and hardware.
* Excellent Internet skills including research, database use, collaboration, and social media.

# Reference

May be furnished on demand