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**Gulfjobseeker.com CV No:1257792**

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To get contact details of this candidates

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**Career Objective**

A position in Accounts, Finance or Internal audit with a reputed organization where my potential matches the organizational growth and   contributes for the achievement of my career and equips myself with rich skills, hard work

**Career Profile**

* 6years UAE experience from reputed organization
* Well versed in Tally, QuickBooks, and Peachtree & MS Office applications.
* Cash handling and preparation of accounts till finalization
* Book keeping, Income statement, Balance sheet, Cash flow statement
* Account receivable,(A/R) Accounts payable (A/P) reconciliation and aging report
* Bank reconciliation statement
* Outstanding written and spoken communication skills.

**working experience**

**Asian Palace Restaurant and Grand Party Halls Est. DEC 2011- DEC 2013**

**Accountant and Internal auditor**

**Responsibilities**

* Accounting vouchers Cash and bank’s receipt and payments vouchers and Journal vouchers
* Bank reconciliation statement , General ledger and month end process
* Inventory management, stock receiving and issuance of stock to departments,
* Implementation of costing methods; LIFO, FIFO, Average costing method according to nature of goods

**Accounts Payable:**

* Process vendor and supplier invoices, in a timely manner,
* Prepares cheques and associated reports.
* Prepare and maintain pre-authorize payments monthly or as required.
* Prepare all Accounts Payable sub-ledger journals for posting to General Ledger monthly.
* Reconcile Accounts Payable sub-ledger to General Ledger monthly.
* Enter and reconcile cheques cashed to accounting software monthly.
* Respond to vendor inquiries as required.

**Accounts Receivable**:

* Process all client or miscellaneous payments daily or as required to sub-ledger.
* Maintain and distribute accurate listing of overdue accounts and suspensions in accordance with agency policies.
* Refer overdue accounts to Director of Finance for adjustments, write- off or collections.
* Prepare accounting adjustment forms where required.
* Respond to client or payer account inquiries as required.

**Payroll:**

* Maintain a working knowledge of the payroll processes and software and provide backup as required.

**General Ledger**:

* Assist the Director of Finance with monthly general Assist ledger reconciliations as required.
* Prepare monthly bank reconciliations for approval of the Director of Finance.
* with annual budget preparation as required

**Internal Audit and Control**:

**General Ledger**:

* evaluates information security and associated risk exposures
* evaluates the organisation's readiness in case of business interruption
* maintains open communication with management and the audit committee
* engages in continuous education and staff development
* provides support to the company's anti-fraud programs.

**PFM Consulting Pvt. Ltd February 2011 to November 2011**

**Assistant Financial Analyst**

**Responsibilities**

* Understanding of Public Financial Management and PIFRA(Project to improve financial reporting and auditing) implemented at Federal and provincial level in Pakistan
* Review of financial management & budgeting arrangements (including budgeting) at the MTBF
* A basic review of SAP System in the context of budget allocation, release, expenditure & reporting
* Perform supplementary grant analysis covering both current and development budgets
* Provide other inputs to complement the work of Company;
* Provide support in the analysis of budget data received from budget entities of the MTBF
* Provide assistance in analyzing economic, business and financial data
* Report, as a matter of priority, any issues arising during implementation to respective Job In-charge and Management of the Company
* Provide assistance for developing capacity building plans for target groups and designing and delivering training workshops as and when required

**Competent Engineering and Construction LLC July 2006 to June 2010**

**Finance Manager**

**Responsibilities**

* Preparation and verification of cash and bank and Journal vouchers
* Maintains accounting controls by preparing and recommending policies and procedures
* Analyze and interpret financial data so as to determine past financial performance
* Preparation of monthly quarterly and yearly financial report and discuss the important issue in respect of profitability tracking with director and CEO for future consideration
* Improves financial management and control by evaluating and redesigning financial systems
* Project financing, reporting and preparation of feasibility studies and financial proposals
* Expenditure analysis and interpretation
* Preparation of Financial statement and analysis of daily Expenditure
* Accounting treatment for mobilization advance, retention and Account receivables and leasing of asset for various contracts on project.
* All sort of Corresponding with the parties(Debtors & Creditors) and Bank
* Preparation of employees Salaries sheets and Bank reconciliation statement
* Preparation of Cash Flow Statement

 **M/S Aziz Collaries January 2000 to December 2005**

**Accountant**

**Responsibilities**

* Reconciling finance accounts
* Maintaining spreadsheets
* Preparing statutory accounts
* Cash allocation
* Sales order processing
* Managing daily post in and out
* Handling and writing cheques
* Receiving and processing all invoices, expense forms and requests for payment
* Verifying calculations working with the Accounts system
* Reconciliation of Direct Debit mandates
* Managing petty cash transactions

**Education Qualification**

2001 - 2003 Bachelor of Commerce Punjab University Pakistan (B.com)

2010 - 2011 Master in Business Administration from Virtual University Pakistan (MBA)

**Professional education**

2004-2006 Cost and Management Accountant Islamabad Pakistan(CMA)

2006-2007 Certified Internal auditor (CIA)

2007-2008 Certified internal auditor training from Knowledge House