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**CAREER OBJECTIVE**

Pursuing a challenging role in a competitive environment enabling me to seek continuing professional growth by deploying my skills and experience whilst achieving targets.

**PROFESSIONAL EXPERIENCE**

**January 2012 to August 2014** worked as **Senior Accountant** in **Netracon Technologies.**

**Group Profile:**

**­**­The group is a conglomerate having two main ventures in the field of engineering, and information technology. **(Group Companies: Netracon Technologies, Netrasoft (Pvt.) Ltd., & Netratel pte)**

Supervision of the accounting and fiscal function of the group but not limited to the followings:

* Improvised the timely preparation of monthly, quarterly, bi–annually and annually accounts including management reports using (SAP) ERP solution;
* An analytical approach with keen attention to detail, ensuring accuracy in reports and all other accounting-related matters;
* Performed budgeting and forecasting for projects, departments and the corporate;
* Controlled budgets and present variance analyses both projects – wise and region – wise;
* Improvised the contract, agreements and other legal documents for dealing with clients, subcontractors, and vendors;
* Assisted in documentation and monitoring internal controls, advises on accounting problems and assist team members with work, verifies and authenticates all accounting transactions;
* Performed periodical analyses of revenues and expenses to ensure the proper recording and reporting;
* Monitoring of finance and accounting activities on a day-to-day basis to ensure adherence to the policies and procedures of the company;
* Cash and bank management, preparation of daily fund position etc.;
* Ensured all necessary audits are performed prior to dealing with vendors, sub-contractors including verification of supplier and sub-contractor payments;
* Coordinate with other department heads, quantity surveyors and project managers, to clarify issues related to accounting;
* Assisted with financial audit; (providing necessary data, answering queries etc.)
* Preparing and maintaining statutory books of accounts ledgers, fixed assets, AP/AR, trial balance and reconciliation of financial statements in compliance with the norms; and
* Any other task assigned by CFO and apex management.

**January 2010 To December 2012** worked as **Accounts Officer** in **Rupali Polyester Limited.**

**Group Profile:**

The Rupali Group is a leading business group in Pakistan with diverse commercial interests ranging from manufacturing, exporting and indenting to banking and trade financing. **(Group Companies; Rupali Polyester Limited, Rupafill Limited, Spintex Limited)**

My job description surrounds the following:

* Ensure that financial record is being maintained according to applicable corporate laws, and international accounting and auditing standards with respects to payroll, payable and receivables;
* Improvising periodical processing and control reporting of payroll, payables and receivables;
* Reconciliation of account balances of all business partners and business leads including purchase order verification and advances adjustments;
* Handling of withholding tax affairs from payroll and payables and receivables including deduction, and public reporting;
* Manage physical inventory process and identify warehouse layout improvements that increase efficiency and alignment with ledgers;
* Ensuring adherence to the fund flow management system including daily fund flow positioning and reporting;
* Maintained Inter-company reconciliation and reporting; and
* Assistance in financial audits; (providing necessary data, answering queries etc)

**PROFESSIONAL QUALIFICATION**

Association of Chartered Certified Accountants (ACCA) – Professional stage

**ACADEMIC QUALIFICATION**

* Bachelors in Commerce (B. Com) - Punjab University, Lahore, Pakistan - 2005
* Faculty of Sciences – B.I.S.E. Faisalabad, Pakistan - 2002
* Matriculation (Science) – BISE, Faisalabad, Pakistan - 2000

**COMPUTER AND OTHER SKILLS**

* Good command over using various customized software(s) including Peachtree, Oracle Financial, SAP Business One, Tally, etc.;
* Strong communication and interpersonal skill, negotiation, Action planning, Leadership.

**PERSONAL INFORMATION**

* Date of Birth June 01, 1985 Nationality Pakistan.
* Languages English. Urdu,
* Religion: Islam