**GULFJOBSEEKER CV NO 1357866 ACCA Finalist**

**Professional Summary**

Dynamic and highly qualified Chartered Certified Accountant with extensive knowledge of accounting principles, policies and procedures.

Flexible, who adapts seamlessly to constantly evolving accounting processes and technologies.

Financial Accountant specializing in financial planning, reporting and analysis in both private and public sectors

Team-oriented Accountant who prepares clear, comprehensive financial reports for executive-level management

Professional Chartered Certified Accountant and Bookkeeper with 6+ years( Almost 2 years UAE Experience) of experience with accounts receivable and payable.

Analytical ACCA skilled in financial and managerial accounting practices and procedures

Accounting professional with 6+ years(almost 2 years experience in UAE) extensive experience doing full financial statement audits, reviews, full disclosure compilations and government audits.

**Core Qualifications**

ACCA Certification Oracle Financial Analytical Reasoning Microsoft Axapta Financial Statement Analysis Peach Tree Strength in regularity reporting Tally

Compliance Testing Knowledge Microsoft Excel Budget forecasting expertise Microsoft Word Account Reconciliation Expert

Affective time management Strong organizational skills General ledger accounting Flexible team player

**Experience**

**Senior Accountant** May 2013 to Current

**STONE CONNECTION** - Sharjah, UAE

• Opening, operating and Booking of L/Cs

**Accomplishment**

**Project of $ 3.6 Million**

• Opening the L/Cs

• Co-ordination with logistics for import/export of material

• Import of Marble from China & Export to Sauida

• Shipment & Variance analysis

• Correspondence with International Vendors & Customers

• Discounting L/C at best rate

• Project Analysis Report

• Preparing financial Statements, Profit &amp; Loss Account, Balance Sheet Statement of

Change of equity

• Performed ledger reconciliation of Ledgers in foreign currencies i.e USD, EUR, SAR.

• Prepared Consolidated Financial Statements for the Group

• Preparing monthly management accounts and sending to head office in Switzerland

• Preparing flash report every month and sending to head office

• Preparing weekly cash flow report

• Investigated and resolved discrepancies in monthly bank accounts while under tight deadlines

• Collaborated extensively with auditors during preliminary and year-end audit processes

• Reduced closing time for monthly and quarterly close by implementing new consolidation procedures

• Tracked all capital spending against approved capital requests

• Restructured and analyzed Microsoft Axapta to improve budget reporting

• Thoroughly reviewed financial statements to correct any discrepancies

• Analyzed costs and revenues to project future trends. Coordinated fixed asset additions and retirements

• Reduced time and costs and increased efficiency by introducing new accounting procedures

• Renegotiated payment terms with dozens of suppliers

• Calculated figures such as discounts, percentage allocations and credits

• Verified details of transactions, including funds received and total account balances

• Suggested process improvements to secure prompt and regular receipts for the organization

• Coded the general ledger and processed vendor invoice payments

• Deposited third party checks, as well as monthly reserve transfers

• Revamped accounting quality system to prepare for important audits

• Opened and assigned new client accounts

• Conducted month-end balance sheet reviews and reconciled any variances

• Rectified escalated accounts payable issues from employees and vendors

• Dealing with Banks

• Corresponding with national and international suppliers &amp; vendors

• Making online TT payments

• Supervised General Ledger, Accounts Receivable, Accounts Payable and fixed- asset accounting in accordance with International Accounting standards

• Conducted audits for 2012,2013 & 2014

• Prepared salaries according to WPS

**Special Assignment**

• I have been an active team player in the process of Liquidation & Acquisition of one of our sister concern

**Accounts Head** Apr 2010 to Jan 2013

**Schon Air Pvt Ltd** - Karachi, Pakistan

• Prepared Quarterly, biannual and annual Financial Statements

• Preformed Month on Month bases Closing of Accounts

• Correspondence with Vendors, Clients and Banks

• Reported on weaknesses in Purchase Department

• **Special Assignment**

initiated, designed and implemented Internal Controls on Purchases cycle

**Accountant** Oct 2006 to Mar 2010

**FAS Tube Mills & Engineering Industries** - Lahore, Pakistan

•Performed Accounts Receivable & Accounts Payable functions for this manufacturer, including purchase order entry and inventory accounting

• Preformed ledger reconciliations

• Invoicing and aging

• Prepared bank reconciliation statements on daily bases

• Supervised and prepared monthly salaries

• Prepared all types of vouchers by using E.R.P

• Prepared Payroll

• Prepared Bank Reconciliation Statements & maintained issues relating to banks

• Handled Patty Cash

**Special Reports**

Reported on Internal Controls in Various Departments

Reported on Compliance of International Accounting Standards

**Special Assignment**

Initiated, developed and maintained Fixed Assets Register in accordance with International

Accounting Standard 16

**Education**

**ACCA Finalist**, **Accounts, Audit & Finance** 2010

Association of Chartered Certified Accountants - Lahore, Punjab, Pakistan

**Bachelor of Commerce**, **Accounts**

Bahaud ud Din Zakariya University - Multan, Punjab, Pakistan

**Personal Information**

Nationality Pakistan

Visa Employment Visa

Immediately available to join regardless of Visa Expiry

**Hobbies**

Book Reading, Music & Cinema