**Visa Status: Visit**

OBJ

CAREER OBJECTIVE

To work in a growth oriented organization which provides both a wealth of experience and constant intellectual stimulation through team work and helps me to utilize my technical knowledge and

professional skills for the fulfillment of the organization’s objectives.

PROFESSIONAL QUALIFICATION

**CPA (Certified Public Accountant)** Institute of certified Public accountants of Pakistan

**CA Finalist** Institute of Chartered Accountants of Pakistan (ICAP)

**Bachelors of commerce** Punjab University, Lahore, Pakistan

PROFESSIONAL EXPERIENCE

**Lakeshore Toltest Corporation USA (Middle East Iraq) (February 2012-to June 2015)**

Contracting, Oil & Gas and Construction Business

**Senior Accountant**

**Responsibilities:**

* Responsible for preparing & analyzing monthly, quarterly & annual Financial Statements including Balance Sheet, Profit & Loss Account, Statement of Cash Flows.
* Planning, preparation & evaluation of the budget with coordination to other management team.
* Analysis of financial trends and variances to compile data for forecasting of all monthly, quarterly and yearly budgets for the company.
* Management and supervision of A/P, A/R, G/L, Payroll and Fixed Assets.
* Initiated and managed Month End Closing process.
* Investigate account discrepancies and reconcile to general ledgers.
* Ensure compliance with all accounting policies, procedures and internal controls.
* Cash forecasting based on sales, cash collections and expected payments.
* Handling import payments and all the documentation process.
* Review and follow up Payables & Receivables aging for payments & collections.
* Maintained all facets of the accounting cycle financial statements, general ledger, bank reconciliation’s, journal entries, and keeping an overall accurate audit trail.
* Verify payments with documents such as invoices and statements.
* Responsible for all banking transactions and reconciliations.
* Monitoring the performance of the cost centers, cost elements and internal orders against the budget.
* Working for the arrangement of loan facilities for the company from banks.
* Streamlined the accounts payable cycle.
* Analyzed trends and areas for cost improvements.
* Working with external auditors for annual audits and preparation of lead schedules for Auditors.
* Reduced receivable aging from 110 days to 70 days with strong follow up.
* Analysis of inventory and follow-up for aged items. .
* Support the HR needs of the business.
* Preparing, controlling monthly payroll of more than 500 employees’s including locals, expats and contractors.
* Allocation of expenses according to different heads and different projects.
* Reconcile party accounts with the main account of GL on monthly basis.
* Making monthly budget of site with coordinating all departments’ heads.
* Monitoring and controlling spending according to budget.
* Making expats payroll sheet as per contracts and working days.
* Checking and recording time sheets for payroll.

**Dreshak Group Dubai, UAE (October 2009 – December 2011)**

Logistics, Hospitality and Trading Business

**Senior Accountant**

**Responsibilities:**

* To review day to day book keeping ( In compliance with IFRSs’ as applicable in UAE).
* To prepare monthly, quarterly, half yearly and annual financial statements.
* To ensure compliance with the organization’s policies and procedures in record keeping.
* Maintain complete records (Debtors and Creditors) of all bills / invoices for goods and services purchased and verify accuracy with purchase record and receiving reports.
* Ensure accurate payment on due time to suppliers in coordination with finance manager.
* Ensure posting of journal vouchers to record purchases of goods.
* Reconcile party accounts with the main account of GL on monthly basis.
* Updating of suppliers’ subsidiary accounts on weekly basis to minimize risk of duplicate payment.
* Keep all unapproved bills / invoices, purchase vouchers, records / files in arranged manners to facilitate subsequent reference.
* To ensure collection of local and export receivables according to the approved credit terms.
* To analyze the customers data to approve credit limit and credit period.
* To review the payroll process and employees personal accounts.
* To manage the petty cash.

**Marshall Associates UAE (February 2009 - October 2009)**

(Chartered Accountants)

**Senior Auditor**

* Verifying compliance with various UAE laws relating to clients Business.
* Verifying compliance with various UAE laws relating to the Employees such as Gratuity calculation and leave salary.
* Verifying compliance with various UAE laws relating to clients Business.
* To review financial reports In compliance with IFRSs’ as applicable in UAE.
* Supervise staff, inspect client financial records, compile and analyze data,
* Prepare detailed audit reports and resolve accounting issues.
* Extensive knowledge of best practice reporting and International Financial Reporting Standards.
* Responsible for the preparation of audit strategy and business plans, setting budgets and pricing, scheduling audits, selecting staff and assigning workloads, and financial reporting.
* Assuming responsibility for small components of engagements and contributing to a strong client relationship through interactions with client personnel.
* Ability to develop and motivate all audit staff and provide them with counseling and career guidance

PROFESSIONAL TRAINING

**Zahid Jamil & Co., (August 2005 – January 2009)**

Chartered Accountants, Member firm of IGAF Worldwide.

I attended and obtained my professional training from Zahid Jamil and Company, Chartered Accountants, as per Institute of Chartered accountants Pakistan laws compulsory for completion of Chartered Accountancy. During my stay at the above mentioned firm gained experience in the field of audit, accountancy and corporate affairs. Major tasks performed

1 Textile Processing Units. 2 Rice Processing.

3 Logistic Services. 4 Trust Organizations.

5 Hospitals 6 Schools

7 Construction companies 8 Manufacturing concerns

9 Engineering companies 11 Internal audits

12 External Audits 13 Stock taking

14 Inventory Management 15 Security Companies

COMPUTER SKILLS

1 ERP Business suite 2 Tally ERP 9

3 Quick Books 4 Fox Pro

5 Fiesta Hotel Management 6 Microsoft Office

7 Computer Course Practical Training 8 Deltek Cost Point

LANGUAGE SKILLS

1 English (Full) 2 Urdu/Hindi (Full)

3 Punjabi (Full) 4 Persian (working)

5 Arabic (Working)

PERSONAL INFORMATION

Date of Birth: 12 May, 1981

Gender: Male

Nationality: Pakistani



**Gulfjobseeker.com CV No:** **1491726**