**NAUMAN**

**NAUMAN.284612@2freemail.com**

*An enthusiastic* ***Professional****, poised to leverage education and* ***over 13+ years*** *of experience towards establishing a successful career with a growth-centric organization that seeks a diligent team player committed to supporting organizational objectives*

***Seeking Senior Position in an Organization of Repute***

**PROFILE**

* Highly astute and energetic Accounting Professional with an experience of 13+ years, with exemplary record of achievement and demonstrated success in driving wide range of accounting operations in highly competitive Finance domain. **(Using SAP)**
* Proficiently performing and excelling under demanding work conditions, well versed in basic accounts to finalization of accounts.
* Expertise in handling Management Accounting, bank reconciliations, receivables & payables management, payroll accounting, Cash handling, Petty Cash Float, internal controls, monthly reports, preparing trial balance, compliances & procedures and team management etc.
* Accurate, precise and highly ethical in all work-related assignments, interests lie in a career path with heavy analytical duties and responsibilities.

**KEY EXPERTISE**

* Proficient in use of SAP and other accounting software including Peachtree & Tally and MS Office.
* Adept in handling & managing the entire accounting operations including finalization of accounts and preparing reports ensuring accounting standards.
* Expertise in preparing P & L Accounts, Balance Sheet, Trial Balance, General Ledger, MIS, Budgeting, and complete finance functions.
* Branches CAGR (Compound Annual Growth Rate) of Branches.
* I was the part of Fast Forward Project for testing and implementation of **SAP IS AUTO.**
* Handling Ariba (A SAP Company) for Procurement.
* Creating PRs as per branch requirements.
* Preparing Purchase Requisition and LPO’s in SAP.
* Asset Management
* Well-versed in managing accounting function, reconciling accounts and reviewing suppliers’ outstanding balances.
* Responsible for preparation of cash flow & fund flow statements, performing analytical review of financial statements.
* Competent in preparing annual budget, monthly report, Analysis & analysis of variances with targeted figures.
* Proficient in implementation of operational policies and procedures for Finance/Accounts Department.
* Adroit in maintaining & preparing financial statements, financial planning, reconciliation and analysis of various accounts.

*1 | P a g e*

* Highly astute managing the payroll processing operations, efficiently handling monthly payroll & yearend payroll operations and administrative tasks including Visa Processing & Settlements of Employees
* Expertise in reconciliation of receivable & payable accounts, preparation of reconciliation statement, maintenance of cash and scrutinize accounts.
* Competent in maintenance of records & reports, accounts verification, maintaining daily MIS reports, maintaining manual books of accounts and reconciliation.
* Expertise in working in computerized environment, proficient in using **SAP, MS Office, Peachtree**

**& Tally.**

* Using **I GROW** for personal development intra company level.
* Liaison with various departments to ensure that all the financial/accounts related information is provided on timely basis.

**PROFESSIONAL EXPERIENCE**

* **Toyota Aftersales Dept., Sharjah, UAE.**

Branch Accountant (Oct 2010 – till Date)

* **Leading Manpower Exporting Overseas, Lahore, Pakistan.**

Director Admin. & Accounts (June 2009 – June 2010)

* **Starmer Engineering Pvt. Ltd., Lahore, Pakistan.**

Accounts Officer & Customer Support Manager (Mar 2006 – May 2009)

* **H.A Constructions, Lahore, Pakistan.**

Accounts Officer (Mar 2005 – Feb 2006)

* **Pak Precise Engineering Pvt. Ltd., Lahore Pakistan.**

Accountant Asstt. (Six Months.)

**EDUCATION**

* **Masters of Economics**

University of Punjab (2003)

* **Bachalor of Commerce.**

Hailey College of Commerce, University of the Punjab, Lahore, Pakistan. (2000)

**PERSONAL DOSSIER**

* **Date of Birth:** 06thNovember 1980
* **Languages Known:** English, Urdu and Punjabi
* **Nationality:** Pakistan
* **Driving License:** UAE Driving License
* **Visa Status:** Employment Visa
* **References:** Available up on Request