

**TAHIR**

**Email:** [**tahir.287248@2freemail.com**](mailto:tahir.287248@2freemail.com)

**Career Objectives:-**

To work in a dynamic organization where I could use my Abilities

Towards betterment of organization.

**Qualification:-**

**Educational:-**

**CMA:-** In Process (From Pmtc, Dubai).

**Master of Commerce:**-Bahauddin Zakariya University Multan, Pakistan (2008)

**Bachelor of Commerce:**-Punjab University Lahore Pakistan (2005)

**Computer: -** TALLY, Peachtree, CMC, DHA and Ms Office (word, Excel & outlook)

**Others:-** IELTS,Spoken English Language from Institute of Modern Languages (IML).

**U.A.E. Driving License:-** Automatic

**Personal Information:-**

**Date of Birth:**  25-06-1985

**Visa Status:** Visit

**Availability:** Immediate

**Marital Status:** Single

**Citizenship:** Pakistan

**Job Experience:-**

**HASCO INDUSTRIAL MACHINERY TRADING (Sharjah):- (15-02-2014** to **06-03-2016)**

**Accountant:-**

**Job Responsibilities:-**

* Perform general accounting functions, including operation of the general ledger system, journal entries in Tally as well as in Ms Excel.
* Maintenance of payable and receivable ledgers.
* Reconciliation and consolidation of G/L accounts on a daily, weekly & monthly basis.
* Daily bank posting and reconciliation with G/L accounts.
* Dealing with Petty Cash.
* Preparation of the payroll for the staff.
* Scheduling the overtime.
* Costing.
* Income Statement.

**Operational responsibilities**

* Managing and concentrating upon accuracy of operation of import and export which include.
* Transferring the funds to supplier internationally.
* Responsible regarding the receipt of payments from the domestic as well as foreign buyer.
* Follow up with shipping line and concerned CHA for the issuance of delivery order from the shipping line , follow up with the transporter regarding safe delivery of container to the unit and other related activities
* Ensured international shipping documents are completed correctly.
* Preparation of invoices to get approval from chamber of commerce for export purpose.
* Preparation of other supportive documents.
* Tracked cargo from the factory door to final destinations.
* Maintained strong lines of communication with both internal.

Departments and external clients.

**SOLITAIRE INTERNATIONAL GENERAL TRADING L.L.C. (DUBAI).**

(**23-03-2012** to **04-02-2014)**

**Accountant General:-**

**Job Responsibilities:-**

* Responsible for the preparation of accurate financial reports (balance sheet, income statements.).
* Preparation of the receipt and payment reports on weekly and Monthly bases.
* Vouching all transactions in software as well as manual in comprehensive manners.
* Reconciliation of income and expenses with bank at the end of month and sorting out the discrepancies
* Maintaining record for receivables and payables in terms of PDC,s.
* Preparation of bank reconciliation statement on weekly and Monthly bases.
* Budgeting.

**Inventory Controller:-**

* Implemented the layout plan for the inventory items and their location.
* Monitor purchase and supplies.
* Consistently oversaw inventory control, ordering, storage management and store monitoring.
* Research variances, negatives and make necessary adjustments to correct inventory and report all inventory discrepancy.
* Transfer and issued stock to each location specified by main office.
* Generated reports such as; daily received, returned items, and work orders per department for management and quality control systematically.
* Supervise and train the staff.
* Ensured operations are in compliance with standards.
* Stock taking of branches on monthly basis.
* Responsible for all the inventory.

**Al WASEL FOUNDATION (Pakistan)**.

*Microfinance & Enterprise Development Organization (21 branches in Punjab)*

Worked as Account Executive (06-06-2010 to 02-02-2012)

**DEFENCE HOUSING AUTHORITY (DHA) Pakistan:-**

Worked as Asst Accountant. (21-01-2009 to 01-06-2010).

**PERSONAL BUSINESS OF IMPORT & EXPORT (Pakistan).**

Trading of handicrafts for which have visited China, India and Nepal (2 Years).

**HOBBIES:-**

* Cricket.(Achieved many awards)
* Fond of traveling.

**LANGUAGES:-**

English, Urdu, Arabic (Beginner)

**REFERENCE:-**

Will be furnished on demand