**Mohsin**

**Dubai, U.A.E.**

**Email: [mohsin.291617@2freemail.com](mailto:mohsin.291617@2freemail.com)**

**Objective**

Young and dynamic individual with proven expertise on areas of Accounting and Finance functions. Familiarity with GL, Payables-Receivables, Reconciliation, Liaison with Banks-Creditors, invoices, journals, ledgers, maintain client relationship and providing administrative support. Holds aggressive skills on financial planning, budget forecasting, reporting and strategic management of accounts, demonstrates coordination and establish motivating relationships bringing success to any type of business organization, is now seeking for an opportunity that aims to achieve career progression.

**Work Experience**

**DicoTech LLC Dubai, United Arab Emirates, Contracting & Construction**

**Senior Accountant**

**Total Duration March 2009 up to date.**

**Key Achievement and Responsibilities:**

* Monthly financial statements reporting to Finance Manager and Managing Director.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, Job wise Profit & Loss, Allocation of division wise corporate cost.
* Preparation of Daily Funds Disbursement report, Weekly Cash and Monthly Cash Flow.
* Preparation of Projected Cash Flow, Monthly Collection & Monthly Payments.
* Monitoring and checking of financial data maintained in the ledgers.
* Supervision of the posting of journal entries, expenses, banking and inter-group entries.
* Preparing cash flow statement for debtors and creditors & PDC P/A and PDC R/A.
* Assist in the preparation of financial reports such as financial statements, budget performance, and interim grant financial reporting.
* Preparing bank reconciliation statements, bank guarantees and loan schedule monthly.
* Preparation of WPS Salaries and uploading WPS sheets.
* Verification & approvals of all accounts transactions journal vouchers, cash receipts & payments vouchers debit and credit notes, Bank receipts and payment.
* Review and verify invoices, check requests track expenses and process expense reports.
* Preparation of division wise cost of and CTC report of each employees.
* Reconcile accounts payable and accounts receivables transactions on monthly basis.
* Day to day correspondence with auditors and responding their queries.
* Assist in credit management, creditors and payment agreements on cash flow basis.
* Follow up on, collection and allocation of payments on daily and monthly basis.
* Preparation of monthly, quarterly or annual financial statements and reports detailing paid and unpaid invoices and other accounts receivable activity.
* Preparation of lease and bank loan schedule and comparison of Markup cost.
* Perform general accounts analysis and reconciliations, fixed assets, employer’s benefit costs, accruals and prepaid expenses, depreciation schedules.
* Maintains customer confidence and projects operations by keeping financial information.
* Preparation of Actual Cost Per hours and comparison with job cost report
* Preparation of Per Person Productivity report division wise, comparison with nature of work.
* Preparation of all types of bank guarantees, Advance Payment Guarantees, Tender Bond, Performance bonds.

**Chiniot Textile Mills Ltd Lahore (Punjab, Pakistan) Textile Manufacturing Spinning Unit**

**Senior Accountant**

**Total Duration: October 2006 to February 2009**

**Key Achievement and Responsibilities:**

* Preparing invoices, sending them to the concerned parties & maintain Debtors/c.
* Arranging cash & cheque to deposit in the bank daily and monitoring on PDC.
* Sending reports to Finance Manager on the status of outstanding receivables.
* Placing purchase orders and booking suppliers invoices & maintain Creditors a/c.
* Processing, preparing & issuing of cheque to suppliers & reconcile their account.
* Payment to suppliers via Bank transfer.
* Booking all expenses such as staff’s expenses, vehicle expenses etc.
* Handling petty cash
* Physical Stock verification & preparation of reports on monthly basis.
* Preparation of sales tax return and submitting in sales tax department monthly.
* Monthly stock taking and preparation of yield report.
* Assisting in closing the books of accounts on monthly basis.
* Assisting the auditors by providing necessary documents on yearly Audit.
* Preparing Payroll and disbursement of salaries to employees.
* Preparing salary certificate, salary slip etc. for the staffs.
* Maintaining staff’s personal files & other admin related works.

**Rahmat Wazir Textile Mills Limited Lahore (Punjab, Pakistan) Textile Manufacturing Spinning Unit**

**Accounts Officer**

**Total Duration: June 2002 to September 2006**

**Key Achievement and Responsibilities:**

* Preparation of monthly profit and loss accounts, balance sheet, cash flow statements.
* Monthly stock taking and preparation of yield reports.
* Preparation of sales invoices, delivery notes and filing sales tax return.
* Sales tax refund claiming procedure from sales tax department.
* Monthly salary and wages, final dues checking and depositing E.O.B.I and social security.
* Calculation of mark up on banks none funded facilities and assets on leasing.
* Posting all types of vouchers in accounting software.
* Verification and approval of all accounts transaction Journal Vouchers, Cash receipts and payment vouchers, Debit and Credit notes, Bank Receipts and payments.
* Internal reporting and managing day to day matters related with accounts.
* Maintaining and assigned new code in chart of account.
* Preparation of reports for audit purpose as per sales tax record.
* Reconciling the yield reports and per sales tax audit requirements

**Key Responsibilities:**

* Preparation of Daily Funds disbursement reporting to Finance Manager.
* Preparation of bank reconciliation statements.
* Chasing debtors and collecting debts.
* Preparation of staff and labor salary.
* Preparation of debtors’ credit control.
* Sending of reminders to debtors.
* Making payments schedule to clients.
* Dealing with clients.

**Education Qualification:**

* Bachelor of Commerce **(B.Com)**
* Punjab University Lahore. (1997-1999)

**Skills & ABILITIES:**

* Judgment and decision making.
* Management of financial resources.
* Excellent knowledge of general accounting procedures.
* Coordination and Management of personal resources.
* Good analytical skills.
* Quick learner.
* Versatility.
* Self-motivated to achieve quality and performance.
* Good Knowledge of relevant computer applications, accounting software, have good command over Microsoft office, and preparation of chart of accounts.

**Personal Detail:**

Nationality : Pakistan

Sex : Male

Date of Birth : 15th March 1980

Marital status : Married

Visa status : Employment

Languages Known : English, and Urdu.

To speak & write.