Shahid

Shahid.308512@2freemail.com

Att: **HR Department**

 Dear Sir,

With due respect and great interest I am forwarding my Resume for your consideration .I have worked steadily various organizations gaining valuable experience that equips me to present your firm with advantages others may not offer.

**My interaction with accounts is from 15 years on Senior / Supervision level. I have more than 10 years experience in different firms in Pakistan and Four years in United Arab Emirates (UAE).**

Thank you for your time and consideration.

I would welcome the opportunity to further discuss my skills. If you have questions or would like to schedule an interview, please contact me by phone or email.

Yours Sincerely,

Shahid

Shahid

***CAREER OBJECTIVE:***Dedicated & Enthusiastic individual with a desire to learn & seek an opportunity that utilizes my potential, time management skills, Progressive and possesses the will to face the business challenge and deliver quality in whatever I undertake, Meticulous, bilingual Professional with extensive experience at major firms. Strong Competencies include, Audit Control, Accounts Reconciliation, and Accounts Payable/Receivable, Financial Control and Executive Leadership.

**Core business Competencies include:**

**Executive leadership Financial Accounting LC / TR Management Bank Reconciliation**

**Fixed Asset Management Bill Discount Management Account Receivable Control Account Payable Control Cash Management Financial Reporting Financial Analysis Internal and External Audit Support Inventory Control Year-end Closing Internal Control Budget Control**

**PROFESSIONAL EXPERIENCE**

Current Organizational Experience

### [Chief Accountan](https://www.google.ae/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&cad=rja&uact=8&ved=0ahUKEwjmw_P54P_OAhWHIMAKHa-HAsoQFggiMAE&url=http%3A%2F%2Flexicon.ft.com%2FTerm%3Fterm%3Dchief-accountant&usg=AFQjCNGaOz2jz3MYi6e4NA1v5p-pdaSMKg&sig2=fPn5_0ROg7ehl3wmzDRZ9Q)t

M/s New Electrical and Mechanical Co, LLC (From Oct-2014 to to-date)
Abu Dhabi UAE.

* Supervising all accounting staff, Accounts receivable /, Accounts Payable accountant.
* Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.
* Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
* Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
* Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
* Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
* Avoids legal challenges by complying with legal requirements.
* Secures financial information by completing database backups.
* Protects organization's value by keeping information confidential.

Manager Accounts
M/s Anmol Plastic Industries G.T Road, Lahore Pakistan”
 Since November 2010 to Oct-2014

**ROLES & RESPONSIBILITY**

* Plan and execute month/quarter/annual closure schedule.
* Look after Import of Machinery and responsible to complete the L/C documentation
* Review financial results and do quarterly comparison of company performance both in terms of top line and bottom line.
* Analyzes, reviews, and audits overall general ledger and expense payable systems
* Satisfactory audits for areas of responsibilities.
* Handle AP and AR customer inquiries, special billing requirements and discrepancies.
* Review journal entries and account analysis.
* Monthly Reporting of Financial Statements.
* Reports to the Managing Director, providing regular input on all account activity.

Manager Accounts

M/s Power Point Elect. Switchgear Trading.
Industrial Area No; 1 Sharjah U.A.E

From July 2007 to November 2010

**ROLES & RESPONSIBILITY**

* Maintain and update business accounts up to finalization to ensure accuracy of reporting within business unit.
* Cost control /financial ratios analysis of business performance.
* Responsible to Preparing and monitoring the project Cost summery
* Review, process and distribute accounts payable checks.
* Receivables, Payables analyses report, payment performance and strategic planning
* Control of Post Dated Cheques issued & Received
* Monitoring weekly Bank Reconciliation and also Banking Matters correspondence
* Reviewing of Reconciliation of Stock
* Working and negotiations establishment of business relationship with Customers & venders.
* Payroll Management and Distribution of Salary & Wages
* Reviewing existing Projects, cost control and deadlines.
* Verification of Vouchers for Cheque& Cash Payments
* Supervision and Finalization of Monthly and Annual Accounts
* Monitor and review accounting and related system reports for Accuracy and completeness
* Controlling and monitoring Financial position

Sr.Accountant”

M/s Anmol Plastic Group of Industries G.T Road Daroghawala, Lahore Pakistan”

From July 2000 to June 2007

**ROLES & RESPONSIBILITY**
Preparing companies all divisions’ individual books of accounts all up to finalization.

* Maintain account payable system records
* Track Receivables and make collection calls
* Review, process and distribute accounts payable checks
* Weekly Bank Reconciliation and also Banking Matters correspondence
* Preparation of Reconciliation of Stock
* Conducted company’s monthly and year-end closings
* Controlling and monitoring Financial position
* Co-ordinate with External Auditors in conducting their Audit

**EDUCATIONAL ATTAINMENT**

**Commerce Graduate Year 2000** Punjab University (Lahore, Pakistan)

* **Computer Skills**

Proficiency in MS Office, (Word, Excel, Power Point)
**Pastel Partner** Accounting Software

**Tally ERP** Accounting Package
 **Peachtree** Accounting package
**QuickBooks** Accounting Package

Fundamental of Accounting with Spread Sheet

MS Outlook, Internet / e-mail / Browsing

 **SUMMARY**

My work profile clearly reflects my experience in management Accounts through which I have gained a lot of experience and confidence, I am very eager to expand my capabilities, experience and excellent skills in new areas of interesting jobs and take up new challenges for better prospects.

**Hoping to serve your organization by putting in my best effort and awaiting a positive response**