**

 Naif

|  |
| --- |
|  |

 Current Address: Electra Road Abu Dhabi

**Summary**

**Professional Experience**

 **E-mail:** naïf.309924@2freemail.com

A highly motivated, confident accountant with exceptional multi-tasking and organisational skills.Having extensive experience of identifying the needs of corporate customers and of running and delivering sales and marketing campaigns for key clients. A hard wording self starter who has a proven ability to pick up the phone identify potential key clients, build relationships and close new business opportunities. I have been able to acquire the professional and personal skills much valued in today’s industry, I am interested in working globally and greatly enjoy being in different cultures.

|  |
| --- |
|  |

* **3 Years 9 Months working In Abdul Karim Stores U.A.E.**

(Abu Dhabi, Al Ain and Shahama)

**(All Kind of Household Item)**

**Duration: January 2013 to Till Date**

**As An Accountant Plus Cashier perform various responsibilities such as:**

* Providing customers a personalised, friendly and efficient cashiering service.
* Taking payments from customers via cash, cheques and credit cards.
* Deal to customer in satisfactory way.
* Prepare all customer report.
* Patty Cash handling.
* Making Daily stock report for companies.
* Check Inventory and make barcode for product.
* Manage all accounts receivable / accounts payable.
* Cross Check All Sale and Purchase.
* Deal to customer in satisfactory way.
* Perform balance sheet and other account reconciliations.
* Preparation Cheque and do all office works.
* Post journal entries.
* Responding to all type of General Ledger inquires
* Arranging the payment of staff salaries through computerised payroll system.
* Attach new employees to the computerised pay system
* Processing expense and overtime claims.
* **4 Years working In IMZA Engineering Company Karachi Pakistan.**

(Manufacturer of sheet metal for I.M.C.,Philips, DYL Yamaha Motorcycle, N.J. Auto Industries (pvt) ltd. Dewan Motors, Habib Motorcycles ltd. Fateh Motors, Master Motors & Specialized Motorcycle. )

**Duration: 2009 to 2012**

**As an Accountant perform various responsibilities such as:**

* Responsible for the monthly close as well as maintenance of all accounting ledgers including monthly review of all account reconciliations and journal entries.
* Preparation of all tax accruals and reconciliation of tax return balance sheets.
* Management of accounts receivable / accounts payable.
* Preparation of all financial reports, including Profit and Loss Statement, Balance Sheet and Statement of Cash Flows, as well as the year-end financial reports.
* Oversee the General Accounting processes of Inter-company, Fixed assets and Accounting and financial reporting of all entities.
* Responsible for all accounting activities compliance with statuary requirements of all countries while firm has offices.
* Ensure completion and review of all balance sheet reconciliations and identify and communicate findings.
* Liaise effectively with finance constituents on financial accounting and reporting deliverables, issues and process improvements.
* Preparing sales invoices & the upkeep of an accurate accounts filing system.
* Preparation and input of month end journal vouchers.
* Inputting, matching, batching and coding of invoices.
* Debtor and Creditor reconciliations.
* Supervising junior financial staff.
* Preparation of planning and strategy documents for audit engagements.
	+ Meeting and greeting clients and visitors to the office.
	+ Co-ordinate with their clients.
	+ Looking after complete administration work - creating reports, buy order, dealing with vendors, organization management of the office areas, canteen supervision, safety and fire defence system supervision.
	+ Making the salary.
	+ Typing documents and distributing memos.
	+ Supervising the work of office juniors and assigning work for them.
	+ Supervised maintenance and repair work of mechanical, electrical and electronics equipments, plumbing and machinery.
	+ Excellent handling of Union negotiation and settlements.
	+ Handling incoming / outgoing calls, correspondence and filing.
	+ E-mailing, Faxing, printing, photocopying, filing and scanning.
	+ Creating and modifying documents using Microsoft Office.

* **2 Years working In Goolbanoo & Dr.Burjor Anklesaria Nursing Home (Hospital). Karachi. Pakistan.**

**Duration: 2004 to 2006**

**As a Receptionist perform various responsibilities such as:**

* Handle the tasks of maintaining patient schedule by using the computer.
* Handle responsibilities of creating, distributing and updating daily patient schedule.
* Perform the tasks of preparing and maintaining files of patients.
* Collect diagnostic samples for clinical assessment and quality assurance from a variety of laboratory
* Executed and analyzed tests in areas including chemistry, haematology, urinalysis, serology, histology and bacteriology.
* Operated and calibrated an assortment of laboratory/testing equipment and performed various chemical, microscopic and bacteriologic tests.
* Performed stat and routine testing on a variety of specimens quickly and accurately
* Responsible for answering and directing calls to appropriate staff.
* Maintained lab equipment and troubleshot/resolved instrument problems.

* **5 Years working In S.K. LABORATORIES. Karachi. Pakistan.**

 **(Medical and clinical laboratory)**

**Duration: 2001 to 2006**

**As a Accountant and Technologist perform various responsibilities such as:**

* Responsible for monthly and quarterly State Tax payments and filing.
* Prepared monthly and quarterly financial statements from journal entries to closing
* Organising and maintaining stock material.(e.g.chemicals & equipment)
* Consistently commended for the timely, high-quality completion of both routine and special laboratory assays of patient specimens (including blood and other body fluids, skin scrapings and surgical specimens)
* Ensured test-result validity before recording/reporting results.
* Answering calls and handling queries.
* Deal to customer in satisfactory way.
* Prepare all customer report.
* Prepare balance sheet and salary sheet.
* Perform the tasks of preparing and maintaining files of patients
* Collect diagnostic samples for clinical assessment and quality assurance from a variety of laboratory Meeting and greeting visitors at all levels of seniority
* Perform Test in chemistry, haematology, urinalysis, serology, histology and bacteriology.

|  |
| --- |
|  |

* Good all round Financial Accounting Knowledge
* Knowledge of Accounts Payable & Receivable processes and procedures.
* Experience in using QBM and other similar accounting systems.
* Strong Excel skills.
* Ability to follow up with clients in a timely professional manner
* Self motivated, initiative, high level of energy.
* Decision making, critical thinking, organizing and planning.
* Tolerant and flexible to different situations.

|  |
| --- |
|  |

2009 Bachelor of Arts

 University of Karachi.

2002 Intermediate.

 Govt. Islamia Science College Karachi.

1999 Matriculation Science Group.

 Federal Board Islamabad

|  |
| --- |
|  |

**Key Skills &**

**Competencies**

**Academic**

 **Record**

**Professional**

**Training**

**Courses**

**Computer skills**

**Interests**

**Hafiz-e-Quran** Madarsa Tarteel-ul-Quran karachi

**English Language (Good spoken & writing)** 3yrs diploma at Waseem Learning

 Point Karachi.

**Laboratory Technologist** Jinnah Postgraduate Medical Centre

|  |
| --- |
|  |

 Karachi

* MS Office.
* QBM (Quick Business Manager).
* Peach Tree.
* Tally.
* Quick Book.
* A+ Certification
* Oracle 9i Developer.

|  |
| --- |
|  |

* Reading, Painting and Travelling.

|  |
| --- |
|  |

|  |
| --- |
|  |

**Languages**

**Known**

**Personal**

**Information**

* English
* Urdu / Hindi
* Arabic

|  |
| --- |
|  |

Date of Birth: 22nd November, 1980

Place of Birth: Jeddah, Saudi Arabia

Nationality: Pakistani

Marital Status: Married

|  |
| --- |
|  |

Religion: Islam.