**AMER**  **AMER.310925@2freemail.com**

~ FINANCE & ACCOUNTS~11.5 years of Experience

Location Preference: Gulf

**Profile Snapshot**

**AREAS OF EXPERTISE:**

***Finance & Accounts***

***HR & Administration***

***Payable & Receivable***

***Accounts finalization MIS Reports***

***Audits & Schedules***

***Reconciliations, POC***

***Cash Flow Management***

***Taxation, LC & LG***

***Budgeting & variance analysis***

***Policies & Procedures***

***Taxation***

* Senior Accountant with more than 11 years’ experience in managing **finance & accounts** activities encompassing GL maintenance, **accounts finalization**, commercial functions, auditing, taxation, accounts payables / receivables, bank transaction, L/C & L/G, reconciliations and so on.
* Coordinating internal & statutory audits; evaluating internal control systems with a view to highlight shortcomings & implementing recommendations for the same.
* Instrumental in monitoring inflow / outflow of funds; taking adequate measures to ensure optimum utilization of available funds towards the accomplishment of objectives
* Skilled in **analyzing, interpreting & modeling data** to identify patterns & solutions while drawing relevant conclusions from the reports for critical decision making
* Hands on experience of using **Financial Oracle, Peachtree, Quick Books & MS Office Suite**
* Instrumental in formulating **budgets** and **analyzing variances** between projected & actual costs and implementing corrective actions to rectify the same
* Supervision of **Accounts, HR and Admin** department.
* Master degree in accounts & Finance and Knowledge of **IFRS & IAS,** supervision of Accounts, HR and Admin departments.
* Certification in Islamic Banking & Finance and pursuing CMA.
* ***Analytical, meticulous and quality-oriented professional with an eye for detail***



** Work Experience**

**Since Aug’14 Senior Accountant at Al-Falak Engineering & Gen. Contracting** (Al Falak Group), **Abu Dhabi, UAE.**

Reported to Finance Manager

**Key Result Areas:**

* Spearheading Accounts, Administration & HR Department functions.
* Managing bank guarantees (tender, advance, performance & retention bonds) and L/Cs
* Using Accounting Software Quick books
* Finalization of accounts on monthly basis, intercompany reconciliation, accounts and reporting of debtors & creditors
* Preparing:
* Cash flow and evaluating variances report on monthly basis to meet short term and long term requirements
* SOPs and policies for accounts, Admin and HR departments
* Chart of accounts & sub accounts for all categories in projects (cost centers) to get required reports for management
* MIS report presentation to management, business evaluation, strategies, planning and optimum utilization of funds
* Monitoring:
* Reconciliations, provisions, accruals, adjustments and audit schedules
* Cost sheet, LPOs, inbound and outbound invoices, verification for approval
* Payments to suppliers and subcontractors after review invoices in line with PO and contractual terms & conditions
* HR matters for payroll, leave salary, final settlements, recruitment, interviews, renewal, cancellation, staff appraisals and laborer's control & productivity.
* Providing guidelines and on job training to sister company accounts staff
* Overseeing:
* Admin department for office, transport and labor accommodation related matters
* Insurance for employees, vehicles and projects etc.
* Properties department for receivable and contractual matters
* Banks for credit facilities, TR, funds transfers, bill of exchange and other bank related matters
* Liaison with FGB for national housing loan scheme, documents submission, guarantees, transfers and other requirements

**Highlight:**

* Successfully transformed Old Accounting System to Quick Books

**Dec’12 – Aug’14 Senior Accountant at Dynamic Security Engineering** (Electronic Security Co., part of Atlas Group), **Abu Dhabi, UAE**

Reported to Chief Accountant

**Key Result Areas:**

* Supervision of Accountant and procurement officer
* Handled gamut of activities encompassing finalization of accounts on monthly & yearly basis, reconciliations, accruals, adjustments and provisions; Used Accounting Software Peachtree
* Managed Bank Guarantees (Bid, advance, performance & retention bonds)
* Finalized outward and inward L/Cs and addressing discrepancies
* Responsible for project profit and revenue recognition by percentage of completion method (POC)
* Prepared audit schedules and assisted auditors during audit; verified cost sheet, LPOs, inbound & outbound invoices, verification of payroll, leave salaries and final settlements
* Validated payroll and leave salaries through WPS; oversaw all customers’ receipts and suppliers’ payments as per agreed terms
* Administered sales journal, aging/receivable & Bank Guarantee reports and managed follow ups
* Supervision of deduction of pension funds, traffic fines and their submission.
* Served as liaison between Dynamic Security and Atlas Telecom (main group)

**Jul’07 – Dec’12 Senior Finance Executive at Jaffer Brothers Pvt. Ltd.** (Contracting Co., part of Jaffer Group-www.jaffer.com)**, Islamabad, Pakistan**

*Joined as Finance Executive and later promoted to Senior Finance Executive. Reported to Deputy Manager - Corporate Finance*

**Key Result Areas as Senior Finance Executive:**

* Supervised Finance Executive, Accounts Officer, Cashier and Procurement Officer; used **Financial Oracle** for Accounts (AP, AR, OM) and HR
* Handled validation and payment of:
* All Cash, bank and supplier vouchers and bills in the system
* Salaries to employees and consultants
* Created liabilities on month end and adjustments; arranged advances for local and foreign travel and their adjustments
* Reported sales journal, aging/receivable reports to the deputy GM; Managed earnest money, bank guarantees and L/Cs
* Preparation of yearly budget and analysis of budget variance report on monthly basis
* Reconciled sales journal with BVR (Budget Variance Report)
* Verified:
* Invoices/bills given by vendors/employees and travel claims
* Bank, cash and inventory reconciliations on monthly basis
* Tax deduction and returns; extended support to Deputy Manager Finance for all finance activities
* Prepared work objectives and job descriptions for sub-ordinates; conducted their appraisal

**as Finance Executive:**

* Posting of all Cash, bank and supplier vouchers and bills in the system
* Coding all vouchers as per chart of accounts.
* Compute taxes, make deductions from suppliers/subcontractors/employees and e-submission on timely basis
* Cash, bank and inventory reconciliation; Funds transfer from head office to bank and office for petty cash
* Bank responsibilities for funds transfer, petty cash, salaries, statements, pay orders and bank guarantees etc.

**Dec’02 – Jul’05 Accountant at Middle East IT & Engineering LLC.** Masdar City**, Abu Dhabi, UAE**

Joined as Assistant Accountant and later promoted to Accountant. Reported to Chief Accountant

**Key Result Areas:**

* Responsibilities for day to day accounting work, vouchers preparation, posting, cheque preparation and keeping in safe custody.
* Handling petty cash, stock, updating stock cards and daily cash report; used peach tree as accounting software
* Assistance of chief accountant in accounts finalization, inventory and bank reconciliations.
* Managing employ advances, IOUs, end of service submission, salary transfers and payments & receipts posting.
* Issuance of statement of account (SOA) to suppliers/subcontractors and reconciliation of customers' SOA.
* Sales invoices, receipts, reporting on debtors and creditors.

 **Education**

**2007 Master in Economics & Finance** from International Islamic University, Islamabad, Pakistan with3.5/4 CGPA

**2002 Bachelor of Computer Sciences** from Al Khair University, Islamabad, Pakistan with 4.2/5 CGPA

**Professional Qualification**

**2016 Certificate in Islamic banking and finance (**Completed all 4 modules. Waiting for comprehensive exam**)**

**Pursuing CMA (**Preparing 2nd module**)**

**Personal Details**

**Date of Birth :** 7th March 1978

**Languages Known :** English, Urdu, Hindi and Arabic (conversational, read)

**Nationality :** Pakistani

**Marital Status :** Married

**Visa Details :** Employment Visa

**Driving License :** UAE Driving License