

Date of Birth : January 05, 1988.

Email Address: adnan.315051@2freemail.com

**Adnan**

**Professional Summary**

Highly motivated & skilled in All type of Tax and General Accounts related works and with the strong background of Tax Controller, Accounts Receivable and Accounts Payable Clerk, General Accountant. Familiar with computerized accounting software (ERP, SAP, Saga, ACCPAC, Oracle, Tally and Peachtree).

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Now looking for a new challenging position, one which will make best use of my existing skills and experience

**Employment History**

**Al Karama Medical Fitness Centre**

(Emirates Secretarial Services)

**Designation: Archive Clerk**

Date: 29-01-2017 To Continue

Location: Dubai UAE (Al Karama Medical & Fitness Center)

**Responsibilities: -**

I have been handling the following jobs with ESS Team:

* To greet all the customers from different nationalities on daily basis regarding medical fitness tests, Emirates ID and immigration of all categories.
* Serving as liaison between senior management, customers, colleagues and vendors to streamline flow of information.
* Capable of managing multiple task simultaneously and meeting tight timelines.
* Discovered and implemented organizational strategies to create a more productive work environment.
* Counseled inmates regarding institutional, domestic, or emotional adjustment problems.
* Handle all customer complaints and sort out in a short time to maintain the customer satisfaction level.
* Giving coaching to all new joiner and do team work to balance the work load.
* Handling the cash of the customers and make sure its properly online to DHA and EIDA and balance at the day end.
* Creating and verifying Emirates id, Medical and Immigration application of the customers.

**Alfalah Business Group: -**

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**Designation: Accountant and Debit Controller**

Date: 09-02-2015 To. 15-10-2016

Location: Lahore

**Responsibilities: -**

 **ACCOUNT RECEIVABLE**

* Prepare customer statements, bills and invoices, and reconcile expenses to the general ledger
* Calculate and post receipts to appropriate general ledger accounts and verify details of transactions, such as funds received and total account balances
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* Compile and sort documents, prepare and post invoices and credit and debit memos
* Make copies of all checks, complete deposit slips and make bank deposits
* Work with collections personnel to verify status of delinquent accounts and solicit payments onoverdue accounts
* Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables’ data
* Prepare bills, invoices and bank deposits
* Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
* Verify discrepancies by and resolve clients’ billing issues
* Facilitate payment of invoices due by sending bill reminders and contacting clients
* Generate financial statements and reports detailing accounts receivable status

**OTHER**

* Posting of all invoices (j.v, cash, and bank). in ERP.
* Reconciliation of purchase and sales and company’s debtor’s and creditor’s accounts.
* Prepare and posting of sales and non-sales tax invoices and debit and credit note against invoices.
* Verify bank payments, cash payments and journal vouchers.
* Prepare payments of all utility bills (electricity, telephone, water etc.).
* Posts customer payments by recording cash, checks, and credit card transactions.
* Verify discrepancies by and resolve clients billing issues.
* Process accounts and incoming payments in compliance with financial policies and procedures.
* Ensure product stock is adequate for all distribution channels and can cover direct demand from customers
* Record daily deliveries and shipments to reconcile inventory
* Use software to monitor demand and document characteristics of inventory
* Analyze data to anticipate future needs
* Place orders to replenish stock avoiding insufficiencies or excessive surplus
* Evaluate suppliers to achieve cost-effective deals and maintain trust relationships
* Collaborate with warehouse employees and other staff to ensure business goals are met
* Report to upper management on stock levels, issues etc.
* Posting of item wise import purchase.
* Monthly bank reconciliation, debtors and creditors reconciliation statement.

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| **Description: ChenOne Logo1** |

**ChenOne Stores Limited: -(Changing Life Style)**

**Designation:** **Accountant**

Date: 15-12-2011 To. 18-12-2014

Location: Faisalabad

**ACCOUNT PAYABLE**

* Reconciles processed work by verifying entries and comparing system reports to balances.
* Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
* Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
* Pays employees by receiving and verifying expense reports and requests for advances; preparing checks.
* Maintains accounting ledgers by verifying and posting account transactions.
* Verifies vendor accounts by reconciling monthly statements and related transactions.
* Maintains historical records by microfilming and filing documents.
* Disburses petty cash by recording entry; verifying documentation.
* Reports sales taxes by calculating requirements on paid invoices.

**INVENTORY**

* Maintains and manages inventory of materials and stocked products, which include stock locations and profiles. Using a mainframe computer, he accounts for receipts of new items, returns, back-orders and associated issues, and inputs essential data on all the handled materials, while adhering to strict accounting and auditing procedures.
* Controls perpetual inventory stock counting and accuracy checks, processes and approves payment invoices, and investigates discrepancies and shortages to minimize overstocks and remove redundant and obsolete raw materials.
* Ensures that the inward goods and stock control department is properly controlled and organized for sufficient production support and for the achievement of corporate goals.
* Ensures inward products are received and managed according to the company’s standard procedure, so materials will be readily available for production or whenever needed.
* Organizes and maintains the inventory floor area to ensure efficient material storage and handling. He also maintains labelling systems on the stock items.
* Makes sure that any late materials or those that hold up production for a certain reason are followed up until they are received
* Provides routine management data regarding inventory performance, which involves evaluating and monitoring usage and cost of materials, consumables and scrap.
* Creates and maintains accurate written procedures for the primary inventory control functions and processes, ensuring accuracy and integrity of the stock management system implemented.
* Implements improvement systems and processes to reduce inventory setbacks, while minimizing costs and maximizing working capital. He also ensures that work orders are fully and properly completed and that all stocks have been correctly allocated to corresponding jobs.
* Creates daily reports to control the key critical areas of the stock system and address any discrepancy.
* Coordinates periodic safety inspections and testing of any specialized piece of utility equipment

**Sales, With Holding and Income Tax**

* To collate relevant information to compute taxable profits.
* To review the sales goods to ensure they meet the tax exemption rules.
* To prepare computations of taxable profit.
* To assist with HMRC correspondence ensuring these are dealt with promptly and filed accordingly.
* To liaise with the Treasury department to ensure sufficient cash flow for the tax payment made before the deadline.
* To produce WHT return information from the accounting system.
* Regular reconciliation of the WHT control accounts and records.
* To maintain the accuracy of WHT transactions on the accounting systems by checking the WHT rates.
* Updating the WHT rules in a partially exempt organization.
* To calculate the income tax position and determine payments on account for the following tax year.
* To claim reduced payments on account at the appropriate time.
* To check on-line statements of account and arrange funds for tax payments.
* Checking tax returns from companies and individuals
* Making sure the right amount of tax is being paid
* Post Sales tax, With Holding Tax and Income Tax return on Govt. website.

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**Chenab Limited:** -

**Designation:** **Assistant Accountant**

Start Date: 01-04-2009

End Date: 12-12-2011

Location: Faisalabad

**Responsibilities: -**

* To check bank payments, cash payments and journal vouchers.
* Monthly bank reconciliation statement.
* Vouching of all types (J.V, CASH, and BANK).
* Posting of item wise purchase non-sales tax invoice.
* Reconciliation of debtors and creditors of the company.
* Preparing of sale tax invoices.
* And any other assignment given by superiors.

**Academic Details: -**

**Qualification Year Subject Board/ University**

B.com 2009 Commerce Punjab University, Lahore

I.com 2005 Commerce B.I.S.E. Faisalabad

Matric 2003 Science B.I.S.E. Faisalabad

Diploma in Compute 2008 Computer Compute College Gojira

Expertise

**ERP SYSTEM– ACCPAC: -**

Sound Knowledge of TALLY, CMC, ACCPAC and ERP Accounting Package (Window base).

**Computer Skills: -**

Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Power Point, Outlook Express and Internet & e-mail, Disk operating system, BIOS configuration,Web Browsing, Online system operation

**Language: -**

Fluent in Urdu, English, Punjabi.

**Hobbies: -**

Interest has in Reading and Serving Net for Improving my Knowledge

Reading Articles & Newspaper, Traveling, & always looking anything Innovative & Challenge

**Reference: -**

Reference will be furnished on demand