Shahbaz

Shahbaz.330509@2freemail.com

**Profile Summary**

Over 5+ years of multi-disciplinary Finance and Accounts experience in Private sector and Public practice audit firm with an ideal mix of accounting management & Audit, with experience ranging from Financial Statements, Income Statement, management reports, general ledger, Audit, Evidence Collection, Liaising with management, journal entries to payroll, accounts payable/receivable, reconciliations, Inventory variances Allocation and Job Costing. Huge Experience in External audits and audit related assignments, Personal and Business Accounts, Preparation of Ledger, book-keeping, billing, budget preparation and payroll. I possess a broad understanding of Trial Balances as well as Financial Audit requirements and procedures at all business levels, able to work independently or as a part of a larger team. I have vast experience and knowledge of accounting software’s like (Tally, Peachtree, QuickBooks and customized based Erp.)

⯈Financial Statements & Preparation ⯈ Complex Expense Reporting & Reconciliation

⯈ General Ledger Entries and Audits ⯈Budget Creation, Forecasting

⯈ Date Entry, Receipts & Invoices ⯈ Accounts Payable & Accounts Receivable

⯈Month End Reconciliation & Analysis ⯈ Reporting & Documentation

⯈Audit Preparation ⯈ Vendor Relation & Customer Relation

⯈Analytical & Critical Thinker ⯈ Business Accounting Process Improvement

⯈Microsoft Office Proficient ⯈ Staff Management

**Professional Experience**

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| **WHITE WINGS LOGO.jpgAccounts Manager-Al Marri Group of Companies [Sep-2014 To Nov-2016]** **Reason of Leaving : Contract Completion**Prepare, Examine and analyze complex accounting records, Financial Statements, and financial reports to ensure accuracy and conformance to reporting and procedural standards set by the organization. Manage daily and monthly accounting activities. Oversee and review the work of all employees within the accounting department and also train the new accounting employees. **Notable Accomplishments:*** Played an integral role in a major accounting software conversion, testing post-deployment training and implementation
* Collaborate extensively with auditors during Preliminary and year end audit processes.
* Comprehensive Month end reports to the management about the profit and loss of each company.
* WHITE WINGS LOGO.jpgParticipate in month-end close activities including the preparation and review of journal entries, bank reconciliation, accruals and fixed-assets;
* Maintaining and reconciling accounts and resolving discrepancies;
* Bank reconciliation of 4 banks on regular basis, Investigate and resolve discrepancy in monthly bank accounts while under tight deadlines WHITE WINGS LOGO.jpg
* Summarizes and prepares financial statements such as Trial Balance, Balance Sheet and Profit & Loss ;
* Ensured the timely reporting of all monthly financial information;
* Verified and approved expenses to put into their respective accounts;
* Other duties as assigned by the management;
* Customer reconciliation and supplier reconciliation on weekly basis

**Accountant –Bhatti Engineering [Sep 2013– Sep 2014]** Bhatti Engineering is a well-known brand of auto parts in Pakistan, They are manufacturing auto parts and their customers are in all over Pakistan.**Reason of Leaving : Moved to UAE*** Compiled And Prepared Monthly, Quarterly And Yearly Financial Statements.
* Supervised Whole Accounting Team From Double-Entry To Finalization Of Accounts.
* Examining Company Accounts and Financial Control Systems.
* Gauging Levels of Financial Risk within Organizations.
* Checking That Financial Reports and Records Are Accurate and Reliable.
* Ensuring That Assets Are Safeguarded.
* Monitoring the inventory count procedures.
* Identifying If And Where Processes Are Not Working As They Should, And Advising On Changes.
* Ensured the timely reporting of all monthly financial information.

**Audit Assistant– M.A Chaudhary & Co. (Chartered Accountants) [Sep-2011 To Sep-2013]** * Preparation of Quarterly Accounts of Clients starting from source documents.
* Audit the organization's balance sheet, profit and loss statements and ledger accounts
* Assisted in planning and scale of external audit engagements.
* Managed to develop probable list of all company employees to be interviewed during the audit process.
* Evaluated appropriate financial areas and records that could be examined.
* Processing of bank and petty cash receipts and payments and producing reconciliations.
* Examination and rectification of errors in Accounts.
* Developed and produced excel spreadsheets for P&l, balance sheet, income summary and trial balance.
* Assisted in planning and scale of external audit engagements.

**Education*** Bachelor of Commerce  **(University of the Punjab**)
* F.SC Pre Engineering  **(Board of intermediate and secondary education)**
* Matriculation **(Board of intermediate and secondary education)**

**Professional Qualifications/ Associations*** **ACCA** Qualified **(Association of Chartered Certified Accountants**)
* Advanced Diploma in business and accounts **(ACCA**, **UK)**

**Tools*** M.S Office Suite (Excel, Word)
* Tally ERP
* Peachtree
* Quick Book
* Customize ERP Softwares

**Languages*** English, Urdu & Hindi (Full working proficiency)
* Arabic Basic

**PERSONAL INFORMATION*** VISA Status – Employment Visa
* Nationality – Pakistani
* D.O.B - 15th Sep 1990
* Driving License - UAE Driving License
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