**GHULAM** (CHIEF ACCOUNTANT) 

 **GHULAM.330538@2freemail.com**

**professional SYNOPSIS**

* **Over 20 years** diverse working experience in **Accounts and Finance Department** from Senior to Top Senior Role.
* Worked with many nationalities in different countries like **Pakistan and United Arab Emirates.**
* A versatile, analytical and hardworking with excellent negotiation and problem solving skills that swiftly identifies the root of any problem and develops effective solution.
* Demonstrated excellence in ensuring compliance with applicable policies, contracts and regulations
* Hands-on experience in reviewing balance sheet and profit & loss accounts at unit level and ensuring integrity of all the reported financial statements
* Strong business acumen in leading & managing finance operations and contributing towards higher rate of organic growth

**• Technical expertise and experience summery as under;**

* Financial accounting & reporting, Profit & loss, balance sheet, trial balance, cash flows (historical & forecasting).
* Budgeting, planning and controlling, CAPEX, OPEX, prepare, analyze and interpret variance.
* Corporate Tax, GST, VAT, PAYE, statuary reporting, returns & regulatory compliance.
* Finance processes, policies and procedures, SOP & implementation, system designing & evaluation.
* General ledger, Accounts Payables & Accounts Receivable, payroll accounting, UAE WPS system, reconciliations & clearing backlogs, inter-group accounting and reconciliations.
* Liaising with external auditors & banks, Statuary auditors and other regulatory authorities.
* Stock & store management, inventory management, job costing, product pricing
* Project Accounting, IPC, project wise MIS, cost variance reports, LC and bank dealing.
* Controlling and maintaining fixed assets; streamlining reports and entries, undertaking physical verification of assets and ensuring that all assets are insured at the correct value.

**• IT related expertise and experience summery as under;**

* ERP solutions: Fiscal Pages, Tally 6.3, 7.2 & 9 ERP and Peachtree (Sage50) Accounting software.
* Highly skilled and advance level proficient in use of Microsoft Office applications especially Excel, Word, Power Point.
* General knowledge of day to day hardware, software and networking trouble shooting.

**LANGUAGES**

* English (Professional working proficiency)
* Urdu (Native or bilingual proficiency)
* Arabic (Basic)

**CAREER SUMMARY**

**Bilal Holding, (UAE, AFRICA, Pakistan, Oman)**

Bilal Group has the diverse portfolio and operate in Middle East and Africa with the below member companies;

* Bilal General Transport LLC, Dubai, UAE.
* Projects Link Contracting Co. LLC Dubai, UAE.
* MGM Luxurious Car Rental LLC, Dubai, UAE.
* Equity General Trading LLC, Dubai, UAE.
* Trans Middle East Gen. Contracting LLC, Abu Dhabi, UAE.
* AFRO Bilal Ghana Ltd, Ghana, West Africa.
* Bilal Madagascar Ltd, Madagascar, South East Coast of Africa.

**PROFESSIONAL SUMMARY**

* Chief Accountant 11/2013 – To Date Projects Link Contracting Co. LLC Dubai -UAE
* Chief Accountant 01/2001 –10/2013 Bilal General Transport LLC Dubai-UAE
* Accounts Officer 12/1999 – 01/2001 Umer Farook Textiles (Pvt) Ltd. Karachi, Pakistan
* Sr. Accountant 06/1997 – 12/1999 S. M. Traders (Garments & Fabric Export Co.) Karachi, Pakistan
* Internal Auditor 06/1996 – 05/1997 A.R.Khan & Company, Chartered Accountants Karachi, Pakistan
* Senior Audit Rep. 06/1995 – 05/1996 Hyder Bhimji & Company, Chartered Accountants Karachi, Pakistan

**Chief Accountant**

**11 / 2013 to date.**

**Projects Link Contracting Co. LLC (PLC)** - (ISO and BS OHSAS certified company)

is registered in 2013 to explore the business opportunities in marine construction, artificial islands, jetties and beach, coastal reclamation and protection, marine vessels chartering, earthworks.

**JOB PROFILE**

* Prepare, Maintain & assure updated accounts for Monthly/Quarterly and Yearly Financial Reporting, BCD (Billing Control Documents) and Variance Analysis Viz. Cash flow (budgeted & actual)
* Ageing Analysis of Creditors and Debtors,
* Looking after Accounts Payables and Accounts Receivable,
* Checking and approving of Supplier’s invoices at accounts level,
* Supervising and handing payroll process (as per new UAE's WPS standard) & yearly benefit reimbursement for more than 300 employees.
* Bank Reconciliation Statements and Intercompany Reconciliation (related parties)
* Preparing MIS for Management and Parent Companies and Assisting in the Budgeting and planning process of the organization.
* Monthly Accrual of expenses and Revenue on POC basis and Project Analytical Study Reports and submitting to the Management in Monthly Project Meeting
* Maintaining Fixed Assets Registers / Depreciation Schedule,
* Payment Preparation (Remittance & Cheques) for suppliers.
* Timely delivery of invoices, payments, reports & statutory documents,

**Chief Accountant**

**01 / 2001 – 10 / 2013**

**Bilal General Transport LLC, Dubai**

is among the top 3 transportation, haulage and heavy equipment company in Dubai with around 2000 employees and fleet includes more than 1500 Tipper Trailers, Flat Bed Trailers, Cement Bulkers, On Road Dump Trucks, Excavators, Wheel Loaders, Bulldozers, Off Road Dump Trucks, Articulated Dump Trucks, Graders, Vibratory Roller Compactors, Water Tankers (Sweet/Salt Water), Septic Tankers, Fuel Trucks, Mobile Service Trucks, Generators and Light Towers, etc.

**JOB PROFILE**

* Demonstrated excellence in ensuring accurate & timely monthly closes for multiple sites; closing procedure include bank reconciliation, revenue analysis, reconciliation of General Ledger accounts and preparation of financial statements, prepare, review & reconcile balance sheet
* Independently liaising with external auditors for preparation of audited financials,
* Supervising of all Financial Reports for the company – Weekly, Monthly, Quarterly and Annual Reports
* Supervising and responsible for B-sheet, Interco Recons, Cash flow statement, Fixed Assets/Depreciation Schedule and Banks Reconciliation Statements.
* Stock & store management, inventory management, job costing, product pricing
* Preparing MIS for Management and Parent Companies and Assisting in the Budgeting and planning process of the organization. Payment Preparation (Remittance & Cheques) for local & foreign suppliers, timely delivery of invoices, payments, reports & statutory documents.
* Verification of Supplier’s bills, payments, cash receipt & payments,
* Supervision in preparing Monthly Payroll, staff deductions and payments,
* Maintained accounts and prepared Financials manually in the initial period.

**Accounts Officer**

**12 / 1999 – 01 / 2001**

**Umer Farook Textiles (PVT) LTD –Karachi, Pakistan**

is one of the leading Textiles Co. in Pakistan and having more than 500 weaving machines in their factory.

**JOB PROFILE**

* Handled the preparation of bills and their respective accounting entries
* Instrumental in the computation of sales tax returns
* Managed the processing of accounts payable and payment processing in an effective manner
* Pivotal in billing receivables, follow up with customers and cash receipt processing,
* Addressed the issues pertaining to payroll & payments,
* Prepared bank transactions & bank reconciliation statement

**Senior Accountant**

**01 / 1997 – 12 / 1999**

**S. M. Traders – Karachi, Pakistan**

is one of the leading Export Co. in Pakistan, engaged in exporting Fabrics, Denim and Stitched Knit Garments.

**JOB PROFILE**

* Looking after all accounting procedures in the Knitting deptt.
* Managed the processing of accounts payable and payment processing in an effective manner
* Instrumental in the:
	+ Verification and control of inventory (Yarn, Fabric, Dyed & stitched),
	+ Preparation of reports to management.

**Internal Auditor**

**06 / 1996 – 05 / 1997**

**A.R. Khan & Company –Chartered Accountants –Karachi, Pakistan.**

is a Chartered Accountant firm, providing services of audit as an external and internal as well. Apart from that, providing accounting services for various diversified clients, such as shipping companies, trading companies, travel agencies, etc.

**JOB PROFILE**

* Data entry in the books of clients as an accountant,
* Preparing Trial balance, Profit & Loss and Balance sheet.
* Provide services as an internal auditors to various clients.
* Preparing bank transactions & bank reconciliation statements to various clients,
* Preparing various reports as required by the clients.

**Senior Audit Representative**

**06 / 1995 – 05 / 1996**

**Hyder Bhimji & Company -Chartered Accountants –Karachi, Pakistan.**

A Reputed Chartered Accountant firm (affiliated with Kreston International, a firm of international repute) providing External Audit, Statutory audits, Special Assignments and Consultancy services to various clients, including manufacturing and Trading Companies, Banks, insurance companies, Govt. Organisations and NGOs, Charitable organisations, etc.

**JOB PROFILE**

* Dealing with variety of Clients related to the process of different types of audits,
* Solving queries raised by the clients and co-ordinating with the Audit Manager.

**PROFESSIONAL EXPERIENCE**

* **Article ship**

**June 1991 – May 1995**

**from M/s Hyder Bhimji & Company, Chartered Accountants, Karachi, Pakistan.**

Completed four years Article ship as required by the Chartered Accountants Bye-laws 1983 (Institute of Chartered Accountants of Pakistan), with M/s Hyder Bhimji & Co., Chartered Accountants, Karachi (a member firm of Kreston International, a firm of international repute).

**WORKING EXPERIENCE**

#####  During Article ship of four years, I have carried out various Audits, Accounting and special assignments in the capacity of Senior Auditor.

During the period, I conducted the audit of reputed organizations engaged in diversified lines of industrial / commercial

##### activities such as:

 \* Fertilizer industry \* Hotel

 \* Ceramic \* Textiles

 \* Jute Industry \* Sugar Mills

 \* Trading \* Etc.

**EDUCATION**

* **B.Com Y1989**

**Karachi University (Karachi – Pakistan)**

* Corporate Accounting
* Advanced Cost Accounting & Auditing
* Financial Accounting& Management
* Management Accounting
* Business Communication
* Business Economics
* Statistics.

**PERSONAL DETAILS**

Date of Birth: 22nd June 1964

Nationality: Pakistani

Driving License: UAE

Visa Status:                  Employment (Valid up to 18 Sep’ 2017)

Marital Status:              Married

No. of Dependents:             04

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