**Omer**

[**Omer.334559@2freemail.com**](mailto:Omer.334559@2freemail.com)



**Objective**

Seeking a position to leverage my professional qualification and experience to benefit mutual growth and success.



**Profile**

* Four years of increasing responsible experience in Accounts, Finance and Audit.
* Having experience of preparing accounts up to finalization, well-versed in IAS and IFRS.
* Soft skills Focus 7, Acc Pac, Tally 9, Sage 50,Lotus, Quick Books and MS Office.
* Specialist in Corporate Reporting, Financial Management, Audit, Taxation & Business Analysis.
* Strong analytical, communication, team player, goal oriented and leadership skills.



**Professional Experience**

**Position : Accounts Executive**

**Organization : Shakeel Ahmed General Trading L.L.C (UAE)**

**Duration : Jan, 2016 to Present**

**Company Profile : Company is working in Stationary, House Holding, Newspaper**

**Publishers, Online Content, News, Beauty products, Cosmetics**,

**Accomplisments**

* Prepare accounts payable aging report through Focus V7, reconciling vendor statements and clearing payments.
* Prepare and post intercompany transactions, issue debit notes and reconcile balances.
* Responsible for day to day management of books of accounts, preparing and posting month end closing journal vouchers.
* Responsible for timely replenishment and reconciliation of petty cash to ensure the availability and accuracy of cash on-hand.
* Analyze individual account information, providing pertinent data to support decision making.
* Contribute to the identification of opportunities for continuous improvement of systems, processes and practices in the Finance department.
* Make recommendations to management for improving systems & controls for efficiency and effectiveness

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**Position : Accounts Officer**

**Organization : Ali Akbar Group.**

**Duration : March, 2014 to Sep 2015 (1 Year and 6 months )**

**Company Profile : Leading GROUP OF COMPANIES engaged in Agrochemicals**

**Seeds, PET Bottle, Irrigation System in Pakistan**

**Accomplishments**

* Review, investigate and correct errors and inconsistencies in General Ledger entries, assist Finance Manager in closing process.
* Overseeing the entire accounts payable module, review all invoices for appropriate documentation to make sure that invoices billed to the company are correct.
* Responsible for day to day management of books of accounts, preparing and posting month end closing journal vouchers.
* Prepared accounts payable aging report, reconciling vendor statements and clearing payments.
* Primary contact with banks on day-to-day banking, including changes to signatories and opening and closing of bank accounts.
* Assisted HOD’s in the preparation of reporting to the board of directors.
* Prepared of invoices and Purchase Order.
* Prepared payroll, bank reconciliation statements and accounting of letter of credit.
* Analyzed individual account information, providing pertinent data to support decision making.
* Contributed to the identification of opportunities for continuous improvement of systems, processes and practices in the Finance department.

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**Position : ACCA Trainee**

**Organization : Kreston Hyder Bhimji Chartered & Co.**

**Duration : Dec 2012 to Feb 2014 (1 year and 3 months)**

**Company Profile : One of the Renowned Accountancy Firm in Lahore Pakistan.**

**Accomplishments**

I have obtained adequate expertise in review of systems and audits of manufacturing, trading, financial and service industries. Nature of services performed includes.

* Review, preparation and compilation of financial statements in accordance with the reporting framework comprising of International Financial Reporting Standards (IFRS) and applicable local laws.
* Carry out audit planning, evaluation of control activities and audit of the financial statements in accordance with the International Standards on Auditing (ISA) and audit guidelines of Kreston International.
* Evaluation of Internal Control System to identify deficiencies in the system and suggesting remedial procedures through Internal Control Memorandum (management letter) to rectify the control weaknesses.
* Review of compliance with applicable laws and regulations.
* Carrying out Agreed-Upon-Procedures and Special assignments.
* Performed the responsibilities of audit supervisor in his absence.



**Internship**

Pakistan Telecomunication Company Ltd.from Sep, 2012 to Oct, 2012.



**Professional Qualification**

 **Chartered Certified Accountant – ACCA (UK)** 2015

Qualified

**Advanced Diploma in Accounting and Business – ACCA (UK)** 2013

Passed

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**Certified Accounting Technician– ACCA (UK)**  2009

Passed



**Personal Information**

Nationality : Pakistani

Date of Birth : December 25, 1988

Languages : English (Fluent), Urdu (Native)



**Trainings**

* ERP Tally 9, Sage 50, Quick Book from Lahore, Pakistan
* Microsoft Excel by professional trainer.



**Reference**

* Shall be available on demand.