**** **BABAR**

Email: [babar.338707@2freemail.com](mailto:babar.338707@2freemail.com)

Location: Dubai, United Arab Emirates

* A Detailed , efficient , enthusiastic , energetic lively and highly organized professional Accountant with extensive experience of more than 4.5 years in Bookkeeping, General Ledger, Financial Accounting and Reporting, Account Payable and Receivable Management, Accounting and Reporting, Financial & Project Management, Budgeting, Procurement, Bank Reconciliation.
* An Exceptional Hardworking, Team player and problem solver with good interpersonal skills allows him to communicate effectively in the workplace and creates positive energy in an environment.
* Have Qualified Degree in **Master in Business Administration** and **Commerce Graduate.**

**AREAS OF STRENGTHS AND SKILLS**

* Accounts Payable and Accounts Receivable Management
* Financial Reporting
* Financial Ratio Analysis for Khawaja Brothers
* Working Experience on ERP
* Bank Reconciliation
* Cost Controlling at KHAWAJA BROTHERS
* Strong Communication and Presentation Skills
* Strong Grips over Microsoft Excel, and ERP software

**PROFESSIONAL EXPERIENCE**

**Khawaja Brothers Flour &Gen. Mills Islamabad, Pakistan   
ACCOUNTANT,  
December 2013 To January 2017.**

* Checks and Balance the Overall Accounting System.
* Manage Internal Control System of Accounting
* Preparation of Financial Reports up to finalization
* Manage Payable and Receivables
* Check and Supervise daily routine transactions
* Supervise Bank Reconciliations process on daily Basis.
* Liaison with External Auditors and provide them requisite for making the audit process smooth
* Dealing with Banks for applying for Credit Facilities and make arrangements for restructuring of Loans which involves bargain over interest rates and provide them requisite documentations.
* Identify Errors in Accounting System and make appropriate change in our Licensed software
* Create Coordination between Purchase department and Sales department. Provide them feedback
* Make Reconciliation for Inventory at store.
* Deal company suppliers and follow up with Customers.
* Identify and create threshold for credit limit for each customer.
* Make sure the Timely payment of suppliers &Costing of the Product
* Inventory Control Report Preparations (Weekly Re
* Handling shipping documents fallow up tracing of ships maintain records for the ships and invoices custom clearance import and export documents fallow shipping lines for r conformation and b/l

**New Fine Flour Mills  
Worked as “Accountant (Finance/Accounts**

**July 2010 To October 2013   
Location Islamabad Pakistan  
Job Responsibilities/Accomplishments**:

* Financial Reporting: Preparing Trial Balance, Profit & Loss Account and Balance Sheet and reconciliations on month and year end closing.
* Budget Preparation: Assists in various budgeting & planning e.g. Cash, Expenditures etc for annual and quarterly requirements of the company
* Receivables Management: Follow up the Invoices and submitting with through verification and forwarding it to management for their signatories. Once they approve than keep follow up on a regular basis until they are being paid
* Payable Management: Upon receipt of the invoices from the suppliers to make necessary entries for accounting the transaction after this I need to check all the entries made and process for the payment. Basing on the monthly invoices received, I prepared the expenditure budget for the monthly payment.
* Bank Reconciliation: Preparing monthly bank reconciliation statement for various banks.

**EVENTUSFACTION (PVT)LTD. ISLAMABAD PAKISTAN   
Worked as “CSR (Customer Services Representative )**December 2011 To October 2012 **Location Islamabad, Pakistan   
Job Responsibilities/Accomplishments**:

**Responsibilities**

* Handling Inbound &Outbound calls.
* Promoting the client products
* Soft core sales.
* Solving day to day queries of the customers.
* Training the newcomers on the company floor.

**ACADEMICS**

**HAZARA UNIVERSITY, MANSEHRA, PAKISTAN** British. Com

**Hazara University, Pakistan,** (2006)  
Bachelor of Commerce

**COMPUTER SKILLS**

**Accounting Softwares**

**Peahtree**

**QuikBooks**

**Tally ERP 09**

**GL (General Ledger)**

**MS Word, Excel**

**PERSONAL DETAILS**

**Nationality : Pakistani**

**Marital Status : Married**

**D.O.B : 20- December -1985**