**ATIF**

**Management Accountant**

**C/o-Contact:** +971-504973598 **E-mail:** atif.342061@2freemail.com

**Visa Status:** Employment

**Residence:** Al Ain, UAE **Valid UAE Driving License**

**CAREER OBJECTIVE:**

To succeed in a challenging environment for attainment of organizational goals and excellence in the industry of organization’s operations while applying my educational, practical and interpersonal skills as a team leader or team member.

**PROFESSIONAL CAREER SUMMARY:**

**EXPERIENCE:** Overall 6 Years Industry Experience as Accountant & Senior Accountant

**EDUCATION:** Cost & Management Accountant **(CMA)** & Commerce Graduate **(B.Com)**

**IT SKILL:** Ability to use Ms. Office Packages & Ms. Windows. A good command on Ms. Excel & Ms. Word

**ACCOUNTING PACKAGES:** Ability to work on Peachtree, Quick Books, Tally, & Customized Oracle Packages.

**WORK EXPERIENCE:**

**Designation:** Senior Accountant (Departmental Head)

**Tenure:** March, 2015 to Current Date.

**Organization:**  Alain National Eng. & Fixing Water Desalination Stations & Plastic Houses LLC.

**Organization Type:**  Manufacturing

**Location:** Alain, UAE

**Brief Job Description**

* Prepared financial statements which includes Balance sheets, Profits and Loss Accounts, Cash Flow Statements, Statement of Change in Equity and Notes to the Accounts
* Ensure an accurate and timely monthly, quarterly and year end close.
* Prepare Projected Cash Flow statements
* Bank reconciliation statement checking on daily basis.
* Reporting Of Funds Status & requirement on daily basis.
* Oversee handling of full-cycle Accounts Payable & Accounts Receivable
* Accounts Payable & Receivable Aging Analysis
* Supervise the analysis, summarization and maintenance of general ledger accounts and develop the chart of accounts for the entity.
* Responsible for employee leave settlements, final Settlements & indemnity for staff & workers.
* Development, Implementation & continuous monitoring of purchase system regarding comparative Statements & purchase orders
* Checking and verification of all types of vouchers
* To perform any other duties as may be required by management from time to time
* Reviews all invoices for appropriate documentation and approval prior to payment
* Work In Process & Finished Goods Valuation reporting at month end
* Reconcile all payable ledgers with store and parties ledgers
* Monitor customer account details for non-payments, delayed payments and other irregularities
* All aspects of sales ledger, raising invoices, re-issuing invoices and raising credit notes.
* Review Account Receivable & Payable Aging to ensure compliance
* Oversee and manage monthly payroll administration activities to ensure that all payroll transactions and deductions are properly accounted for.

**HISTORIC EMPLOYMENT CREDENTIALS:**

**Designation:** Senior Accountant

**Tenure:** April-2010 to Jan-2015

**Organization:**  Nevtech Industries (Pvt) Ltd.

**Organization Type:**  Manufacturing

**Brief Job Description**

* The review of the accounting system in respect of banks, sales and payment & inform to Management regarding the financial performance and position of company
* Verification of Accounting Records
* Preparation and Filling of Sales Tax and Other Returns
* Calculation of Sales Tax, FED & With Holding Tax
* Budgeting and Forecasting with periodical controls & Variance Analysis
* To provide the Ageing analysis in respect of debtors and creditors.
* Preparation of Monthly Management Accounts
* Managing daily cash balances.
* Resolve vendor inquiries
* Managing petty cash transactions
* Any other assignment or task assigned by senior management

**COMPUTER SKILLS:**

Experienced in IT based organizational environment and proficient in use of different accounting packages like QuickBooks, Tally, Sage Line 100 and Peachtree. Experienced to operate ERP systems.

Good command on Microsoft Office and Microsoft Windows latest versions.

**PROFESSIONAL TRAININGS &DEVELOPMENT:**

* Attended 4 Days workshop on **“ERP Workshop Foundation Level of SAP EC.6 F1/Co Module”**.
* Completed a course on “**Presentation & Communication Skills Training Course”.**

**PROFESSIONAL QUALIFICATIONS & EDUCATION:**

* Associate Chartered Management Accountant (ACMA) from ICMA Pakistan 2014
* Cost and Management Accountant (CMA) from ICMA Pakistan 2013
* Bachelors in Commerce (B.Com) from University of Punjab 2008

**INTERESTS:**

Reading Books, Playing Cricket, Exploring different Operating Systems and Professional Applications

**PERSONAL INFORMATION:**

* **Date of Birth:** 27-November-1987
* **Marital Status:** Married
* **Language Competency:** English, Urdu, Punjabi
* **Nationality** Pakistan

**REFERENCE**

References will be furnished on demand.