**qaiser**



**Accounts & Finance Professional**

Dubai

C/o-Mobile # +971-504973598

E-mail: [qaiser.343793@2freemail.com](mailto:qaiser.343793@2freemail.com)

**AVAILABILITY: IMMEDIATELY**

**Career Objective**

To be part of a dynamic and progressive organization offering ample opportunities for diversified experience and where professional growth is based on the strength of individual’s contribution to the realization of organizational goals.

**Profile Summary**

* Equipped with Presentation and report writing skills and excellent skills in office applications like **MS Office, Quick Book, Tally, and Outlook.**
* Achieving goals preparing the periodic & perpetual reports, financial reports and analyst the budgeted cost to actual cost.
* Experience in designing, implementing & ensure effectiveness of internal controls. Taking on responsibilities, developing ideas and implementing them together with a highly motivated team.

**Career snapshot**

****

**EXECUTIVE ACCOUNTS PAYABLE**

Fast Cables (Private) Limited

Type: Manufacturerof wires and cables

From: December, 2015 to Present

**Job Responsibilities**

* Working on oracle Environment.
* Maintain Monthly Report for Accounts Closing.
* Reconciles processed work by verifying entries and comparing system reports to balances.
* Reconciliation of difference in payments with client, Quantity surveyor & concerned site supervisor.
* Maintains accounting ledgers by verifying and posting account transactions.
* Maintains Construction Accounts Payment Schedule.
* Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
* Verify employee’s claims with expense reports and also maintain request for advances.
* Preparing Bank Reconciliation Statement.
* Prepare general journal entries, ledgers, trial balance with adjustments up to income statements and balance sheet.
* Ensure accurate and appropriate recording and analysis of revenues and expenses
* Explain accounting policies to staff, vendors and clients Resolve accounting discrepancies.
* Coordinating with store keeper for material requests, stocks, deliveries etc.
* Quarterly reconciliation of inventory with store. Report directly to the Finance Manager
* Monitoring overdue accounts of clients and inform management accordingly.
* Ensure financial records are maintained in compliance with accepted policies and procedures
* Ensure all financial reporting deadlines are met.

**ASSISTANT MANAGER ACCOUNTS**

[](http://gourmetpakistan.com/archives/61)

Gourmet Food Type:Manufacturer and FMCG

From: Jan, 2014 to Dec, 2015

**Job Responsibilities**

* Inter unit accounts keeping and inter unit reconciliations.
* Checking monthly payroll and cross check them that salaries system is as per rules.
* Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
* Making P/L statement and Financial Position.
* Maintaining Financial Accounts.
* Product Costing and calculating cost of production of different products.
* Summarizes financial status by collecting information; and extracting financial statements like balance sheet and profit and loss statements.
* Preparing forecasting statements and compare budgeted and actual statements for variance analyses.
* Protects organization's value by keeping information confidential.
* Regularly monitoring ERP and checking reports for its effectiveness.
* Checking and maintaining Stores, and periodically Stock Taking.
* Production Monitoring, Resolving Issues.
* Inventory controlling, defining levels.
* Working on ERP software.
* Payments to all the vendors after approval & ensuring the balance.
* Discussion with management regarding variances in costing.
* Report to management regarding the finances of establishment.
* Reconciliation of supplier ledgers.

****

**SENIOR ACCOUNTANT**

Lifestyle International (Private)Limited

Type: Manufacturer & Trader of Herbal Medicine

From: Aug, 2012 to Dec, 2013

**Job Responsibilities**

* Managing Accounts
* Making P/L statement and Financial Position.
* Controlling Inventory and Administration.
* Resolving vendor’s payment issues and reconciling with them.
* Product costing and calculating cost of production.
* Preparing forecasting and compare budgeted with actual for variance analysis.

**ACCOUNTANT**

Trafco Logistic (Private) Limited

Type: Service Provider

From: Jan, 2011 to July, 2012

**Job Responsibilities**

* Posting entries in relevant ledger
* Making profit & loss account
* Mange admin issues.

**Professional and Academic Qualification**

|  |  |
| --- | --- |
| **ACMA**  Cost & Management Accountant  Managerial accounting & finance, advanced financial reporting | 2015 |
| **Master’s in Business Administration**  Finance, costing & taxation.  Major in Finance  Virtual university of Pakistan | 2012 |
| **Bachelor’s in Commerce**  Agriculture university of Faisalabad | 2007 |

**Computer Skills**

|  |
| --- |
| **IT & Computer Proficiency** |
| * Oracle ERP. Peach-tree, Tally, Quick book, * MS-Office - MS Word, Excel, Power Point, Outlook |

**Personal Details**

|  |
| --- |
|  |
| **Date of Birth:** March 12, 1986  **Nationality:** Pakistani  **Marital status:** Single  **Languages:** English, Urdu. |