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| **Abdul** **Abdul.343942@2freemail.com*****Masters of Business Administration*** |  |

**OBJECTIVE**

Seeking a suitable position in an organization where I would be able to achieve career growth, by utilizing my education and personal skills. In order to ensure consistent growth of the organization as well as to facilitate personal career development.

 **EXPERIENCE**

**Al Ansari Exchange L.L.C**

**Dubai, UAE**

**Duration: June 2014 –Present**

**Position:** **Executive Accountant**

* Booking vendor liability based on LPO.
* Handling issues related to booking and payment of trade licenses, Annual Maintenance

Contracts (AMCs) and other legal expenses.

* Handling suppliers and payments in accordance to company’s policies and procedures.
* Handling employees related expenses booking and payments.
* Reconciling vendor statements, check and correct discrepancies
* Processing petty cash payments, ensure adjustment of advances and down payments by way

of clearing as soon as invoices are booked.

* Preparing the payment of supplier invoices according to credit term.
* Resolving disputes/queries related to purchase invoices.
* Reconciling the statements from suppliers against invoices and solves any discrepancies by

concerned departments.

* Ensuring an aging report prepared on a monthly basis and explanations of all amounts outstanding

to the accounts payable manager.

**National Database and Registration Authority (NADRA)**

**Kohat, Pakistan**

**Duration: February 2013 –May 2014**

**Position:** **Junior Executive**

**Job Responsibilities:**

* Maintaining office supplies and office equipment
* Sort, distribute incoming mail to staff and dispatch outgoing mail.
* Coordination with Zonal Office and Head Office.
* Typing and setting up documents such as letters and reports
* Schedule and coordinate meetings, appointments and travel arrangements
* Keeping computer records up to date
* Assist in resolving any administrative problems
* Maintain Petty cash and Utility Expenses.
* Handling Inventory, accounts & banking

**Nadeem Traders (*Pharmaceutical & Consumers Product Distribution)***

**Peshawar, Pakistan**

**Duration: March 2011 –December 2012**

**Position:** **Assistant Internal Auditor**

**Job Responsibilities:**

* Participating in planning methodology of audits.
* Verification of various Sales Documents like Invoices, Sales Orders etc.
* Verification of all Account Vouchers.
* Verification of Branches Patty Cash, Salaries, Purchase Orders.
* Monthly surprise visit of warehouse stock count, Raw Material, and all types of registers (In & Out).
* Provide assistance to the Senior Internal Auditor in all audit aspects.

**Kohat Textile Mills Limited**

**Kohat Pakistan**

**Duration: August 2009 – January 2011**

**Position:** **Accounts Assistant**

**Job Responsibilities:**

* Record day-to-day transactions in journal andtheir posting to ledger, trial balance etc.
* Assist the manager accounts in preparation ofreports.
* Evaluate Stock, Inventories and maintaining their records.
* Prepare monthly salary sheets.
* Prepare monthly tax receivable and payable register

**EDUCATIONAL QUALIFICATIONS**

* Master of Business Administration (Finance)

Kohat University of Science & Technology – Pakistan

* Bachelor of Arts (Statistics, Economics)

Kohat University of Science & Technology – Pakistan

**COMPUTER PROFICIENCY**

* SAP-FiCo
* MS Office (MS Word, MS Excel, MS PowerPoint)
* Peachtree Tally, Quickbook, ERPs

**PERSONAL INFORMATION**

Nationality Pakistani

Date of Birth14th February, 1987

*UAE valid driving license holder*