** Ziad**

Ziad.347775@2freemail.com

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CAREER OBJECTIVE

Seeking a responsible job as an **Accounts & Finance Executive** that allows me to take an opportunity for professional challenges to achieve company’s goal by utilising my skills in a best possible manner

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* **7+ years of work experience in the field of Accounts in UAE & Pakistan.**
* **An ACCA qualified, holds Bachelor’s Degree in Commerce and also a Certified Accounting Technician (CAT).**
* **Well versed in Tally.ERP.**
* **High exposure and experience in accounts, finance, fund flow management and project management budget preparation with variance analysis, MIS Reporting to the management.**
* **Experienced in handling special assignments like stock valuation, system audits**
* **Can handle confidently accounting responsibilities up to finalization.**
* **Possess strong analytical & problem solving skills, with an ability to make thought out decisions.**
* **Effective communication / interpersonal skills and a team player; interact positively with a wide range of people, and establish relationships based on respect Profound ability to organize and manage the things.**
* **Hold a valid UAE Driving License.**

**PROFESSIONAL EXPERIENCE 1**



**Jun 2014 to Dec 2016 Chantilly General Trading LLC Accountant General**

* With the ability to work independently, responsible for completing the accounting requirements including handling creditors, debtors, payroll, bank reconciliation and balance sheet schedules.
* Prepares, examines and analyzes accounting records and financial statements to assess accuracy, completeness and conformance to reporting and procedural standards.
* Analyzes business operations to project future revenues and expenses.
* Analyzes accounts and reconciles supporting schedules.
* Develops and documents recordkeeping and accounting systems.
* Determines the proper handling of financial transactions.
* Issue and maintain documentary letters of credit.
* Advise on, and confirm documentary letters of credit.
* Processing and maintenance of documentary collections.
* Processing bill of lading safekeeping transactions.
* Resolve internal and external client inquiries in a timely manner.
* Reviews, investigates and corrects errors and inconsistencies in financial entries, documents and reports.
* Prepares ad hoc reports as requested.
* Address client queries relating to their accounts
* Register all expenses on accounting software Tally.ERP.
* Entry of purchases on accounting software after checking received stock against DN and PO.
* Monitor payments for accounts payables.
* Monitor accounts receivables.
* Establishing daily sales report.
* Preparing stock reports.
* Other financial management duties as assigned.
* Develop and maintain a positive relationship with customers and company personnel.
* Provide customer service on collection issues, process customer refunds, and process and review account adjustments, resolve client discrepancies and short payments.

**PROFESSIONAL EXPERIENCE 2**



**Dec 2010 – May 2014 Abdul Aziz Alamuddin Factory L.L.C, Dubai Accountant General**

* Managing overall activities of the Company & branch of the company in AL-Ain
* General Ledger Account analysis & subsidiary ledger reconciliation (A/P & A/R).
* Prepares & approves journal entries and inter-company transactions.
* Monthly Bank Reconciliations.
* Monthly Accruals & Deferrals.
* Managing Cash Balances & Investments.
* Responsible for Cash Flow & Budget Preparations.
* Responsible for International trade transactions, i.e., Letter of Credit and supporting documentation.
* Designs spreadsheets as & when needed.
* Ensure and managed that all the receivable invoices have been communicated to the clients.
* Ensuring and managing the collection from the customers on a provided Credit terms.
* Ensuring the Credit limit should not be exceed as per the given credit policy to the customers.
* Ensuring that all the cheques are deposited into the bank on the correct date & time and the deposit slip has been obtained for each transaction.
* Ensuring that the Payables should be timely paid according to the credit facility provided by the Suppliers.
* Developing & maintaining effectual business relations with customers & suppliers.
* Streamlined the payment process and improved vendor relations by linking staff with specific departments to handle all payment documentations.
* Managing and assisting the Stock on daily and monthly basis.
* Oversee the Market position and market orders and follow up to maintain stock level as minimum and maximum stock level with re-order level and re-order quantity.
* Co-ordinate Quarterly Physical inventory count.
* Streamlined the month-end closing process to produce “Financial statements” effectively.
* Developed Budgets by account and function to provide accurate forecast and variance reports.
* Support in the Audit process by providing all information required and clarify to ensure timely and satisfactory completion of Audits.
* Responsible for Year-End closing and to produce accurate Financials.

**PROFESSIONAL EXPERIENCE 3**



**July 2009 – Sep 2010 Merit Packaging Limited (Lakson Group) Accountant**

* Handling “Receivables Section” of the company.
* To run the customer’s account properly.
* Working on “Oracle Financial” & completely handling the receivable module of the application which includes the rights on making invoices, amending invoices, making Dr/Cr notes accordingly after approval, Insurance commission invoices, receipts entry and checking, proper application of receipts against correct invoices, checking daily sales volume & amount.
* Manage with entire responsibility of analyzing the account receivables and aging reports.
* Controlling Credit Policies.
* Controlling Customer’s account properly.
* Forecasting the collection and implementing credit policy.
* To ensure the Tax applied on invoices according to SRO.
* To co-ordinate with the Dispatch Department to make strong follow-up that correct dispatches can be made on system and correct invoices can be made in the system.
* To assist and check whether invoices are raising to customer on daily basis.
* Making strong co-ordination with the marketing personnel about the selling prices, purchase orders and payment of balances.
* To reconcile the “Sales” data with the GL balance.
* To make the “Receivables Aging” on monthly basis and reconcile it with the GL balance of receivables.
* Make a monthly report & to provide the management about the total sales of the current month, total collection and how much last month’s receivables have been paid off by customer this month and the tax deduction at current month.
* To assure a quarterly basis reconciliation with the customer’s balances.
* Also worked on complete Dispatches module and some parts of inventory and payable module on “Oracle System”.
* Conduct various audit procedures such as receivables and payables confirmation, materiality determination, inquiries and analytical procedures.

**ACADEMIA & CREDENTIALS**



2008 ACCA - Association of Chartered Certified Accountants

2007 Bachelors of Commerce (B.Com)

2004 Certified Accounting Technicians (CAT)

**COMPUTER SKILLS** 

* Windows 10/ XP
* Tally.ERP
* MS Office

**PERSONAL DETAILS**

 

 **Marital status:** Married

 **Nationality:** Pakistani

 **Visa status:** Employment (can join immediately)

 **Languages known:** English, Urdu

 **REFERENCES**

 

* Will be furnished on request.