**irFan**

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**ACCOUNTS & FINANCE PROFESSIONAL**

**CAREER SUMMARY – Objective**

A highly personable, competent, and team spirited accounts & finance professional with over **11 years** of professional experience. Have sound experience in all accounting techniques, financial management, Audit & Administration. Other areas of expertise are tax management, payroll management, financial reporting & team management

Objective is to work in an exciting and professional environment of the organization with personal development and growth possibilities and to achieve company’s goal through professional ethics, sincere commitment and hard work.

**Core Competencies**

Accounting & Financial Management, Budgeting, Financial Analysis & Reporting, Internal & External auditing, Audit Planning, Accounting techniques, Credit Analysis, Cash flow control, Inventory Audit, Income statement, General Ledger, Financial Control, Inventory Management & Reconciliation.

**Professional Experience**

**DUBAI Al AHLIYA GROUP OF COMPANIES U.A.E. (May’15 – Till Date)**

**Senior Accountant**

* Exercising administrative and financial control, Budget preparation & allocations,
* Preparation of Monthly Management Accounts & Financial Statements – including Trial Balance, P&L, and Cash Flows & Balance Sheet.
* Ensuring all monthly & quarterly management accounts & financial statements are prepared,
* Overseeing the financial statements and ledger accounts along with processing transactions,
* Accounts receivable and payable by maintaining their proper aging schedule and ensuring timely follow-up,
* Maintenance of parties accounts, bank accounts & reconciliation, Payroll & Transfer via WPS.
* Overall managing company’s financial accounting, monitoring & reporting system.
* Any Task assigned by the management.

**PROFESSIONAL LUBES (Authorized distributor of Shell Pakistan Ltd) (Oct’13 – April’15)**

**Manager Accounts, Audit & Admin**

* Overall managing company’s financial accounting, monitoring & reporting system,
* Exercising administrative and financial control, Budget preparation & allocations,
* Performing internal audits of professional lubes, Telenor franchise and all other business units,
* Liaising with external auditors to ensure that annual monitoring is carried out,
* Preparation of Monthly Management Accounts & Financial Statements – including Trial Balance, P&L, and Cash Flows & Balance Sheet.
* Formulating strategic and long term business plans,
* Conducting reviews and evaluations for cost-reduction opportunities, monitoring & reporting of expenditure/business progress,
* Ensuring all monthly & quarterly management accounts & financial statements are prepared,
* Overseeing the financial statements and ledger accounts along with processing transactions,
* Analysing and interpreting financial statements, selling & administrative expenses by conducting variance analysis,
* Supervising accounts receivable and payable by maintaining their proper aging schedule and ensuring timely follow-up,
* Maintenance of parties accounts, bank accounts & reconciliation.

**SAFE & SOUND ENGINEERING Pvt Ltd (Jun’12 – Oct’13)**

**Manager Accounts & Taxation**

* Ensuring accurate monthly, quarterly and year-end financial close.
* Monitors and analyses department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
* Analyse the budget estimates from all the departments of the organization and critically review them for correctness, accuracy and completeness,
* Managed overall taxation including, payroll taxes, sales tax, income tax etc.
* Liaising with auditors (internal & external) to ensure that annual monitoring is carried out,
* Preparation of Monthly Management Accounts & Financial Statements – including Trial Balance, P&L, and Cash Flows & Balance Sheet.
* Supervising accounts receivable and payable by maintaining their proper aging schedule and ensuring timely follow-up,
* Maintenance of parties accounts, bank accounts & reconciliation.
* Monitoring invoicing, payment and recovery,

**THERMOSOLE INDUSTRIES (Pvt) Ltd (ISO 9001-2000 Certified) (Jun’07 – Jun’12)**

**Senior Accounts & Finance Officer**

* Manage AP/AR, budgets, forecasts, cash flows, balance sheet and monthly closing of all ledgers.
* Process Payment Vouchers, Purchase Approval Forms, Purchase Orders, Sales Invoices, Credit/Debit Notes.
* Sales tax monthly and annual return through manual and e- filing.
* Handling social security and EOBI of employees.
* Documentation of 100 % Import, FOB, CFR and raw material, machinery and components fromQatar, Singapore, Taiwan, Japan, Thailand, Korea, Malaysia, etc
  + Handling of export shipments of auto motive parts from ware house to customer door step.
* Deal with bank related transactions and conduct monthly settlement.
* Report invoicing totals, aging totals, and cash receipt and invoice adjustments.
* Exercising administrative functions where as needed.
* Assist management in decision making.

**PACKAGING EXEMPLER TECHNOLOGY Pvt Ltd (Oct’04 – May’07)**

**Senior Accountant**

* Maintaining daily fund position & weekly cash flow
* Monitoring all daily transactions like posting of bank payment voucher, cash payment voucher and bank deposit sale.
* Ensuring that all transaction are summarized & posted to the proper accounts & cost center
* Checking that all the interfaces are done properly and posted to accounts.
* Posting all inter region transactions & preparing Weekly/monthly reconciliation.
* Efficiently managing Payroll of the company.
* Efficiently maintaining fixed asset register and receivable / payable details
* Preparation of supply register, purchase register, inventory book, import & export register.

**Educational Credentials**

* **Bachelors in Commerce**

*University of the Punjab* Pakistanin 2004

* **Diploma in Commerce**

*Government College of Commerce, Lahore Pakistan*in 2001

**Additional Skills**

* Efficient Team player & Team building skills.
* Software of Payroll Management Pinnacle & Accounting, Telly, Quick Book, Peach Tree.
* Apt command on MS Office applications (Excel, Word & power point).
* Time Management.
* Highly energetic and self-motivated resource.
* Creative problem-solver and achiever with convincing skills.
* Excellent communication & leadership skills.

**Reference**

Will be furnished upon request