**FAHAD**

[**Fahad.357980@2freemail.com**](mailto:Fahad.357980@2freemail.com)

Curriculum Vitae

**Fahad**

**CAREER OBJECTIVE**

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

**CAREER SUMMARY**

Motivated and highly energetic **Accountant** with passion and desire to excel. Reliable as a fully contributing responsible and accountable member of task/project with an ability to work under pressure.

Possess 5 **years** post qualification experience in accounting & finance **(Pakistan)**. Skilled in all aspects of accounting ranging from financial statements, management reporting, general ledger, controlling banking operations, cash operations management, developing customer reports, resolving problems, financial reporting, payroll, AR/AP, auditing (internal & external), risk and financial management

Proficiency in **managing entire office infrastructure** and facilities to ensure operational fitness thereof at all times, Self-starter, creative problem solver, top performer gaining consistent recognition and competent user of different accounting applications. Ability to manage multiple assignments efficiently while meeting tight deadline schedules

* **Management Accounting & Resolution • Budgeting & Controlling**
* **Financial & Operational Analysis • Financial statements & reporting**
* **Accounts Payable/Accounts Receivable • Business Administration**
* **Accounting techniques Programs • Inventory management**
* **Asset management • Financial Operations Management**

**PROFESSIONAL EXPERIENCE**

**Assistant Accounts Manager Nov 2014 to till date**

**Lordex Gallery Trading LLC, Dubai, UAE**

* Prepare, examine, and analyze accounting records, final accounts, and other financial reports to assess accuracy, completeness, and conformance to financial reporting and procedural standards.
* Supervision of General Ledger, Accounts Receivable, Accounts Payable and Petty Cash.
* Prepare payments end critical check on overhead expense to cut un-necessary cost.
* Identification & Verification of overdue amounts of dealers & updating sales team for timely collection & other measure to control AR aging.
* Monitor the controls on inventory and ensure proper recording as per approved policies and procedures along with reporting slow moving items through inventory aging reports.
* Ensure accurate and timely monthly close activities like recording of closing entries, accruals, quantitative reconciliations of account payables, account receivables & banks.
* Periodic Bank reconciliations statements
* Preparation of credit note, debit not & other claim settlements with company polices & different sales promotional schemes of the companies.
* Checking & verifying receipts against sales Orders, service complaints & follow up of pending bills.
* Supervision of Payroll System, approval of routine payroll related transactions & adjustments of staff control accounts.
* Prepare monthly and annual financial reports, budgeted reports & cash flow projection and submit it to the management in appropriate time.
* Examine & prepare breakup of different expenses like salaries, sales incentives, and special discounts given to dealers for management for decision making.
* Coordination with IT department for Oracle issues, maintenance as per reports requirement.
* Maintaining Fixed Assets register.(Acquisition of Fixed Assets, Depreciation Calculation and recording of Disposal and Addition of Fixed Assets)
* Ensure the safe keeping & archiving of accounting records and related documents in appropriate manner.
* Ensure periodical backup of accounting system (Oracle) data and other MS Office workings.
* Budget preparation and variance analysis between the actual and budgeted results and carrying out investigations as and when required.
* Co-ordinate with audit department for finalization of annual audit and quarterly review

**Accountant Feb, 2010 to July, 2014**

***Diamond Fabrics Textile Pakistan*** (Sapphire Textile Group of Companies)

* Keeping & maintaining General ledgers of parties by updating of purchases, sales, receipts, sales returns, credit & debit notes etc.
* Organize collection & company payments and dealing with bank in the financial matters.
* Preparing & Updating G.M Sales regarding reports like Sales & Collections, aging, PDC’s on daily, weekly & monthly or as required.
* Prepare periodic Banks reconciliation with company’s records to make smooth financial operations.
* Prepare Monthly distributor accounts reconciliations with company accounts to update their ledger balances.
* Supervision of staff control & advance to staff accounts to adjust their balances in monthly payroll.
* Assist with preparation employee payroll process.
* Prepare monthly Budget & maintaining Petty Cash.
* Preparation & verification of party aging reports with party records.
* Coordinate with IT department for DMS issues, maintenance & development.
* Assist in preparation of final accounts & liaison with internal audit department.
* Prepare Up-Dated Stock Reports & reconciliation with Physical stock reports.
* Ensure safe keeping & proper alignment of accounting record as per voucher binding list.
* Prepare for and coordinate internal audit process.
* Assist in preparation of variance analysis between the actual and budgeted results.

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**B.Com (Accounting & Finance)** Punjab University Of Lahore, Pakistan 2007- 2009

**QUALIFICATION**

**OTHER SKILLS / TRAININGS / LANGUAGES**

 Planning & Forecasting, Self-starter, Result Oriented & efficient in Time Management,

 Proficient in **Ms-Office** (Word, Excel, Outlook & Power point)

 Apt command on **Oracle, DMS, ERP, Peachtree, Tally and Quick books.**

 **Languages:** English, Arabic, Urdu, Hindi & Punjabi

**REFERENCES**

**Available Upon Request**