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|  : anwar.358143@2freemail.cm : C/o 0504973598 **ANWAR** Senior Accountant*Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step* |
|  Executive Profile* Senior finance & accounts professional **offering nearly 14 years** of extensive experience in **end-to-end finalization of accounts and financial statements, budgeting & forecasting, cost & variance analysis**, payroll, distribution and management, AP & AR
* Leveraged skills in resolving accounting discrepancies while collaborating with the management team in executing financial strategies with focus on achieving organisational goals & profitability
* Experienced in **budgeting, forecasting, variance analysis, internal control & audit,** **MIS reports & dashboards**
* Skilled in **ensuring smooth running of the AP & AR** and efficient processing (payment allocation, reconciliation & month-end reporting) while managing both manual accounting & computerized accounting
* Capable of **Providing leadership in driving cost and operational improvement initiatives** including international branch & unit operations, setting-up the finance & accounts functions right from scratch
* An effective communicator with excellent relationship building & interpersonal skills, strong analytical, problem solving and organizational capabilities

 Education * M.COM from Federal Urdu University, Karachi, Pakistan in 2012
* B.Com. from Govt. Jinnah College, Karachi, Pakistan in 2001

 Personal Details**Date of Birth:** 26th October 1981**Languages Known:** English, Urdu **Address:** Khalidiyah, Abu Dhabi, UAE**Marital Status**: Married**Visa Status**: Employment Visa**Driving License**: UAE Driving License |  Key Impact Areas

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| Accounts & Finance |
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| Accounts Receivables & Payables |
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| Auditing |
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| Team Management |
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|  Key Skills

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| Communicator |
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| Innovator |
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| Thinker |
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| Intuitive |
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|  Career TimelineSuper Fashions (Pvt) Ltd. Karachi, Pakistan AccountantFirst Choice Fashions Factory L.L.C / Art Stone General Contracting C. L.L.C Company, Abu Dhbai,UAE Accounts Manager Jawaid Bross Label Industries (Pvt) Ltd Karachi,Pakistan as AccountantKaghan Chemicals Company Co. Karachi, Pakistan Senior AccountantFeb’07-July’13May’04-Jun-06Nov’13-To DateJan’02- Apr’04 |
|  Professional Experience**Since Nov’13 with First Choice Fashions Factory L.L.C, Abu Dhabi, UAE as Accounts Manager****Role:** * Responsible for all financial tasks.
* Managing accounts for Five companies under the same group.
* Taking sales reports from Five branches on daily / weekly basis.
* Collecting, filing and maintaining sales & accounts data in the accounting software.
* Posting daily vouchers to the ledger in the accounting software.
* Preparing payment and receipt vouchers.
* Preparing financial reports for the top management.
* Preparing balance sheet and closing balance.
* Conducting physical stock checking in branches.
* Payroll of workers and staff (WPS).
* Dealing with banks on daily basis. (Bank Position)
* Petty Cash (Dealing with purchaser, Store)
* Preparing financial reports for the top management.

**Since Nov’13 with Art Ston General Contracting Co.(Same group First Choice fashion LLC), Abu Dhabi,** **Role:** * Overall in charge of financial transactions in the company.
* Responsible for all financial tasks.
* Preparing balance sheet and closing balance.
* Controlling sub-contractor payments.
* Arranging balance payments from the project owners.
* Managing direct & indirect costing for a whole project.
* Managing payroll of over 50 workers, staff and engineers.
* Preparing financial reports for the top management.
* Posting daily vouchers to the ledger in the accounting software

**Feb’07-July’13 with Kaghan Chemical Company. Karachi, Pakistan as A SENIOR ACCOUNTANT****Role:** * Preparation of Company Account (Profit & Loss, Balance Sheet) Quarterly Bases
* Preparation for Sales Tax Return
* Checking of All Accounts (like Cash Book, Bank Book Sales)
* Accounts Check & Control All Branches -(ISB, LHR, KHI)
* Transaction (Inventory, Cash Book, Bank Book)
* Stock Reconciliation (Monthly Bases)
* Reconciliation (Bank, Accounts Receivable / Payable)
* Prepare Reports (Sales Commission, Sales Comparation, Expenses)

**May’04-Jun’06 with Super Fashions (Pvt) Ltd, Karachi, Pakistan as ACCOUNTANT****Role:** * Co- ordinate with Manger Accounts for preparation of Company Account

(Profit & Loss, Balance Sheet)* Preparation of Monthly / Quarterly & Annual Income Tax Return
* Checking of daily transaction data entry (cash book, Journal Voucher,)

Posting of All Bank Advices* (I.e. Lc, Cheque Book, Service, Commission, Markup, Withholding Tax, etc.)
* Reconciliation (Suppliers, Bank)
* Checking of bills for payment (from Order to Payment)
* Dealing with (External auditors, Contractor, Suppliers)
* Preparation of Internal Contractor’s Bill (From Cut to Pack)
* Preparation of monthly payroll
* Maintain Export Sales (From Sales to Realization)
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| IT Skills**Accounting Software**:* Visual Basic
* ERP, Fox Pro
 | **Computer Basic Course:*** Peachtree, Tally & MS Office
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