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| : [anwar.358143@2freemail.cm](mailto: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   |  | | --- | | Accounts & Finance | |  | | Accounts Receivables & Payables | |  | | Auditing | |  | | Team Management | |  | | Key Skills   |  | | --- | | Communicator | |  | | Innovator | |  | | Thinker | |  | | Intuitive | |  | | |  | |  | |  | |  | |  | |  | |  | | |  | | |  | | |
| Career Timeline  Super Fashions (Pvt) Ltd. Karachi, Pakistan Accountant  First 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 Accountant  Kaghan Chemicals Company Co. Karachi, Pakistan Senior Accountant  Feb’07-July’13  May’04-Jun-06  Nov’13-To Date  Jan’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) | | |
| IT Skills  **Accounting Software**:   * Visual Basic * ERP, Fox Pro | **Computer Basic Course:**   * Peachtree, Tally & MS Office | |