.[**Syed.359230@2freemail.com**](mailto:Syed.359230@2freemail.com)

**Mr. Syed**

**SUMMARY**

Experienced SAP FI and VAT Trained professional with quality experience in Construction, FMCG, and Service industry, which enabled me to learn Accounts Receivable/Payable and general accounts functions at all levels. Looking forward to challenging SAP environment role in the Middle East. **Core Competencies include:**

**SAP FI ● VAT ● Microsoft Excel ● Accounting Concepts ● Accounts Payable / Receivable**

**PROFESSIONAL EXPERIENCE**

**Bukhatir Education Advancement & Management (ISCS) (Education) – Aug 2016 – Present**

*The Bukhatir Group is one of the most diversified group in UAE. Its main interests straddle Construction, Education, Information Technology, Real Estate, Shopping & Retail, Sports & Leisure and Services. The group annual turnover is AED 3 billion approximately.*

**Accounts Receivable Dept.**

* Reconciliation of accounts including fees in advance, rebates, discounts
* Assisting with ad hoc projects and provide support to members of the Finance Team as required.
* Billings & receipting – tuition fees, enrollment deposits and acceptance fees, camps, tours, recharges, sundry charges etc.
* Managing all group and third party advances, retentions, and security deposits.
* Proactive contribution to the identification of areas of operational improvement.
* Monitor and report on deviations from credit standards.
* Weekly reporting of invoicing totals/aging totals/cash receipts/invoice adjustments.

**Asian Food Industries Ltd. (FMCG) – “ERP: SAP” Feb 2015 – July 2016**

*Asian Food Industries (AFI) under the brand name Mayfair is exporting a diverse range of products to more than 25 countries worldwide since 1972. The focus markets are USA & Europe.*

**Accounts Executive (Payable Dept.)**

* Lead new corporate online straight to bank payment service by Standard Chartered Bank
* Monitors spending for adherence to budget, recommends variances as necessary.
* Controlling payments to Local / Import (foreign) project suppliers.
* Managing all group and third party advances, retentions, and security deposits.
* Monthly Aging Analysis of Payments & Ernst Money.
* Disbursements of Vendor Payments and handling all payment related queries.
* Resolving complex invoice & payment issues for both internal & external business units and suppliers.

**General Accountant Duties;**

* Weekly Income Tax Report ● Un-invoiced goods/services report ● Assets acquisition report

**Rhino Pre-Engineered Buildings (Construction) – “ERP: SAP” Oct 2013 – Feb 2015**

*Leading Pre-Engineered Steel Building Manufacturer in Pakistan, Market experts in the fabrication and installation of structural steel and plate works for various industrial and commercial applications.*

**Accounts Executive**

* Develop reports for the management e.g. Prepayments, Open Purchase Orders, Un-invoiced GRNs, Inventory/Expense Reconciliation Reports, etc.
* Ensure monthly, quarterly and yearly closing as per closing schedule and ensuring posting of respective entries in the system.
* Supervise 100’s of day to day processing of General Ledger entries.
* Administer Accounts Payable & Receivable transactions are correctly transacted.
* Investigate & resolve problems in processing of journal entries, invoices, purchase orders, Sales orders etc.
* Provide support to vendors/suppliers/debtors and internal departments with respect to various payable/receivable related inquiries.

**Treet Group of Companies (Manufacturing) (4 Weeks in Accounts Department)**

*Treet Group is one of the oldest and largest business groups in Pakistan. It was incorporated as a public limited company in Pakistan in 1977. Currently, Treet is exporting its products to over 35 countries around the globe.*

**Internee**

* Gained skills in recording Revenue, Expense, Supplier & Customer Invoices and other accounting transactions in Oracle-based ERP and also preparing Bank Reconciliation statements.

**PROFESSIONAL EDUCATION**

**Value Added Tax (Essentials) Training Certification in December 2016**

Lynchpin Financial Training Centre, Dubai, UAE

**Diploma, Intl. Accounting (IASs) & Intl. Financial Reporting Standards (IFRSs) - Mar 2015 (Cont.)**

Institute of Cost and Management Accountants of Pakistan (ICMA Pakistan)

**Financial Modelling Certification** in April **2014**

Centre of Financial Excellence (CFE), Lahore, PK

**MBA-Finance, CGPA: 3.30**

University of Central Punjab, Lahore, PK