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**Umair**

[**Umair.359527@2freemail.com**](mailto:Umair.359527@2freemail.com)

**OBJECTIVE :**

Accounting Supervisor with excellent accounting skills seeking for the designation with an esteemed organization, where I can utilize my years of analytical experience in financial field to learn more and serve the organization with the best results.

**EMPLOYMENT HISTORY :**

**Senior Accountant Supervisor-Al Hosn Gas ShahField Site Operations**

AbuDhabi,UAE September 2015-December 2016

* AP Reconciliation
* Budgeting
* AP Accruals Month Close.
* AP Invoice Processing Handling
* Back Charging of Expenses.
* Budget Analysis.
* Contract Reviews.
* Variation Memo Preparation.

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**General Ledger Supervisor –– Weatherford Bin Hamoodah LLC**

Abu Dhabi, UAE Aug- 2013 – September 2015

* AP Reconciliation
* AR Reconciliation
* Bank Letters
* Balance Sheet Reconciliation
* Balance Sheet Commentary.
* Approving Balance Sheet Monthly Schedules
* Traffic Departments Leased Vehicles Accruals
* Agents Payments and reconciliation
* Monthly Invoicing of AR Others.
* Customs Deposit reconciliation.
* Statements supplementing the monthly close Affairs
* Reconciliation of prepayment Schedules.
* Monthly Checking of ENB Invoices.

**Senior Accountant June 2010-Sept2013 Weatherford Bin Hamoodah LLC**

AbuDhabi,UAE

* Processing Coding and Supervising All AP Invoices PO Non PO Invoices
* Processing Coding and Supervising all Employee Expense Reports
* Processing Coding and Reimbursing Employee Tel Bills through expense Reports.
* Ensuring the All Company Policies pertaining to AP are adhered.
* Managing and Processing Advance Payments
* Supervising all AP Staff and ensuring that the work is performed error free & smoothly.
* Monthly monitoring of the Outstanding RNV’s.
* Supplier Inquires and Payment Matters.
* Monthly AP Accruals and reports performed in diligently.
* Monthly Checking of ENB Invoices for Revenue

**Accountant April 2007- Aug2013 Weatherford Bin Hamoodah LLC**

AbuDhabi, UAE.

* Processing Coding All AP Invoices PO Non PO Invoices
* Processing Coding all Employee Expense Reports
* Processing Coding and Reimbursing Employee Tel Bills through expense Reports.
* Ensuring the All Company Policies pertaining to AP are adhered.
* Processing Advance Payments
* Monthly monitoring of the Outstanding RNV’s.
* Supplier Inquires and Payment Matters.
* Monthly AP Accruals and reports performed in diligently.

**Officer G-9 (Assets Ops) – Standard Chartered Bank Pakistan**

July 1st 2006 –Dec 31st 2006

* Preparing and Supervising Bank Appraisals pertaining to Cash Collateral Deposit,Govt Securities and Bank Term Deposits.
* Ensuring that Bank Lien is marked on the Securities Deposit Accounts against which Financial Facilities have been provided.
* Authorization and Supervision of Inward Clearing Cheques.
* Supervision of Assets Ops Dept. and ensuring that all practices are carried out as per Organization’s process Flow chart.

**Credit Officer – Pakistan Industrial Credit Corporation**

Pakistan, Aug 2004 – June2006

* Prepare Financial Appraisals pertaining to SME, Corporate and Consumer Finance Loans.
* Financial Analysis of SME, Corporate and Consumer Finance Accounts and cash flows to determine the viability and health of the business to ensure that the repayment capacity of the client is clearly checked.
* Preparing Cash Finance/Seasonal Finance Appraisals and obtaining legal documents due signed by the client and Audited by the Bank’s resident auditor to safe guard Bank’s stake.
* Ensuring that Mortgages Equitable and Legal are complete before the disbursement of the Loans.
* Preparing Monthly statements pertaining to Housing, Leasing and Cash/Seasonal finance in order to update the repayment and security position every month.

**Credit Officer – Soneri Bank Limited Pakistan**

Pakistan Jan 2002 – July 2004.

* Preparation and Encashment of TDRs
* IBC and OBC Cheques Handling.
* Posting and Authorization of Inward Clearing Cheques.
* Ensuring that all Bank Policies’ regarding Term Finances are adhered.
* Preparing Credit Appraisals and Analysis for Cash/Seasonal Finance. Export and Import Facilities. Running Finance Facilities and Consumer Loans.
* Handling and Issuance of Bank Guarantees.
* Monthly updated Financial Statements to clarify the loans and security position of the Bank.
* Monthly Revenue Accruals.

**EDUCATION**

* Certified Public Accountant.(CPA)
* Post Graduate Diploma in Public Accounting from ICPAP Pakistan.
* Bachelor of Commerce
* Associate Certified Accountant From Institute of Forensic Accountants Canada

**SPECIALIST KNOWLEDGE & SKILLS**

* Microsoft Office programs – Excel, Word, Outlook, Power Point
* J.D. Edwards (JDE)
* SAP

**INTERPERSONAL & COMMUNICATION SKILLS**

* Capable to efficiently communicate and resolve matters and present the matters in a clear with an understanding of the work.
* Capable to develop and use collaborate relationships to accomplish work goals

**PERSONAL**

* Age 38
* Married.
* Pakistani

**REFERENCES**

References will be furnished upon request.