** Syed**

**Syed.362162@2freemail.com**

 **Senior Accountant**

*Accomplished accounting professional possessing extensive experience in accounting and financial management and standard operating procedure implementation. Meticulous individual with numerical aptitude demonstrated in proficient banking and settlement procedural knowledge. Tactful financial analyst able to deliver timely fiscal reports and efficient data interpretation. Multi-faceted leader with the initiative and ability to develop and implement complex financial procedures, improve revenue and productivity, and increase numerical accuracy. Excellent communicator with a track record in fostering and maintaining long-term relationships, developing feasible timelines and budgets, and meeting company goals and objectives. Technically proficient in MS Office and numerous accounting programs including MS Dynamic Navision, Peachtree, Oracle Financial, and Yardi Voyager, SAP FICO.*

* *Married*
* *UAE Driving License Holder*
* *Permanent Residence Visa*

**AREAS OF STRENGTH AND EXPERTISE**

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| --- | --- | --- |
| * **Fiscal Report & Analysis**
* **Strategic Forecasting**
* **Urdu/English Language**
 | * **Process Implementation**
* **Leadership & Development**
* **Relationship Building**
 | * **Finance & Accounting**
* **Numerical Aptitude**
* **Excellent Interpersonal Skills**
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**PROFESSIONAL EXPERIENCE**

**Select Group, Dubai, Private Real Estate Developer** 2009 to Present

***Accountant Banking & Settlement***

***GL Accounts & Financial Reporting***

* Inter-company transactions and adjustments, Issuing weekly group Bank status report, Reconciliation of bank accounts and co-coordinating with banks for queries, Review financial statements of completed projects.

***Account Payable***

* Contractor, suppliers, consultants and govt authorities payments
* overall payments of eight owners associations for eight completed projects
* Overseas project payments, Submission of VAT returns and CIS to HMRC
* Booking monthly accruals and vendors account reconciliation
* System update and liquidation of advances
* Coordinating with auditors and record keeping

 ***Account Receivable***

* Maintaining customer record, daily collection posting & System update
* Weekly, monthly, quarterly collection reports
* Monthly Account Receivable ageing

***Key Accomplishments:***

* Collaborated and assisted in ERP development and implementation, data validation, and reconciliation and group level reporting increasing productivity and creating additional quality assurance.

**ZyXEL Pakistan (Pvt) Ltd** 2007 to 2009

***Senior Accountant***

* Record & Prepare GL & Trial Balance from the initialization of transaction
* Preparing Profit & Loss and Balance Sheet, Bank Reconciliation on monthly basis, Maintaining Fixed Assets Register, Preparing Aging of Debtors and Creditors, Issuing Sales & General VAT Tax Invoice, Preparing Employee Payroll, Submission of Tax challans and monthly Tax returns
* Handling Logistics & Import, Updating the stock positions
* Co-ordination in conducting annual audit

***Key Accomplishments:***

* Played instrumental role in launching Pakistan location start-up and maintaining standards of operation. Registered the firm, outlined department policies and procedures, opened bank accounts, and performed first year audit with precision.

**Pak Oman Microfinance Bank** 2006 to 2007

***Senior Accountant & Administration Officer***

* Handling loan recovery, collection and deposits, Preparation of daily recovery and collection reports, Bank receipt & Payment Vouchers of different nature. Supervision of petty cash transaction summary.
* Recording cheques issuance to borrowers, Reconciliation of Collection, Disbursements and Imprest Account, Projection of funds for branch monthly.
* Recording monthly accruals of branch, maintaining memorandum record of fixed assets.

***Key Accomplishments:***

* Established and streamlined detailed accounting and finance manuals and protocols for two newly formed branch operations executing tactful principles resulting in a victorious grand opening.

**Khushhali Bank** 2003 to 2005

***Account Officer***

* Handling loan recovery, collection and deposits, Preparation of daily recovery and collection reports, Bank receipt & Payment Vouchers of different nature. Supervision of petty cash transaction summary.
* Recording cheques issuance to borrowers, Reconciliation of Collection, Disbursements and Imprest Account, Projection of funds for branch monthly.
* Recording monthly accruals of branch, maintaining memorandum record of fixed assets, Preparation of monthly leave and attendance record of staff at branch

***Key Accomplishments:***

* Maximized company’s growth margin in small infrastructure projects by coordinating and ensuring optimal reimbursements were given from Community Project Fund.

**Cybersoft Technologies (Pvt) Ltd., WOL Telecom** 2001 to 2003

***Account Officer***

Coordinated account finalization and bank account reconciliation. Supervised sales and collection transactions, processed payments, and completed budget and tax reports.

***Key Accomplishments:***

* Successfully launched and implemented precise accounting functions through Oracle Financial and data validation for start-up branch.

**EDUCATION, Certifications, and Training**

***Certificate of Completion*** *(Not Yet Certified),* Certified Management Accountant, USA

**Master in Business Administration**, Finance, Cliffport University, New Jersey, USA (Karachi Campus)

**Bachelor of Commerce**, Commerce, Karachi University, Karachi, Pakistan

**Training:** Auditing Accounts and Stocks, Feroze Sharif Tariq & Co., Karachi, Pakistan