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**Dania** **Dania.373585@2freemail.com**

**Experienced Accounting & Administration Professional**

**A**bout me: Masters of Business Administration with over 6.5 years of experience possesses multiple skills covering many financial areas such as accounts payable & receivables, bank reconciliation and payroll. Committed over providing professional expertise even under most difficult circumstances while meeting strict deadlines, besides, giving attention to detail.

**Professional Skills**

Accounts Payable & Receivable

Reconciliation of bank, debtors, creditors & nominal ledgers

Payroll

Excellent research and financial analysis abilities

Audit supporting

Corporate Reports

Settlements

Compiling and Analyzing account information

Deadline oriented

Dear Hiring Manager,

Please find the attached resume below for the position of Accountant. Currently i am in UAE on visit visa expires on 17-05-2017. I have experienced in finalization of account, accounts payable & receivable, payroll start to end handling over 500 employees, management reporting and expert in all the accounting software like tally. ERP, peach tree, advance exceland highly capable of handling accounting tasks alone for varied projects in an organization. I highly appreciate your concern over my profile. I am available to join immediately.

Thanks & Regards

Mohammad Shahzada

+971 527378604

**Education**

**Masters of Business Administration (Finance)**

University Of Karachi, Pakistan

**Bachelors of Commerce (Accounting)**

University Of Karachi, Pakistan

**Work Experience**

***Accountant Joseph Group of Companies***

 ***November 2016–Present Dubai, UAE***

* Managing petty cash transaction and recording expenses in the system.
* Manage the processing of all Accounts Payable invoices, input invoices in to ERP, Charges expenses to accounts and cost centres by analysing invoice/expense reports; recording entries.
* Pays vendors by monitoring discount opportunities; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
* Preparation of monthly debtors &creditors report with ageing analysis and monitoring the accounts balance and ensure payments& receipts are up to date.
* Monitoring customer accounts for non-payment and delayed payment and follow up the customers for the payment.
* Maintaining proper records for receivables and payables and dealing with them in a timely manner.
* Processing of company monthly payrolls for over 250 employees review and ensure accuracy of approved time sheet track for over time and deduct all garnishments and other special payroll deductions.
* Calculation and processing End services processing, Final Settlement, Leave Settlements.
* Prepare and post month end manpower accruals like Leave Salary, Leave Ticket, and Provision for Employees end of service benefits and Govt. /Regulatory Payments.
* Prepare operation needful required reports.

***Accounts Officer cum Administration Pak Marketing***

 ***July 2014 - November 2016* *Karachi, Pakistan***

* Managing petty cash transaction and recording expenses in the system.
* Prepare and submit customer invoices.
* Preparing the ageing report of creditors to ensure payments are up to date.
* Reconcile A/R to the G/L.
* Monitoring customer accounts for non-payment and delayed payment and follow up the customers for the payment.
* Manage office supplies stock and place orders
* Prepare regular reports on expenses and office budgets
* Maintain and update company databases

***Assistant Accountant***   ***Fatima Bai Hospital***

 ***June 2010 - June 2014* *Karachi, Pakistan***

* Handling petty cash.
* Reconciliation of all Vendor and customer of companies.
* Examination and verification of the cash payment, cash receipt, bank payment. Bank receipt and journal vouchers of the company.
* Handling the customers’ Accounts (A/R),(A/P) & preparation of monthly ageing and make sure payment and receipt are up to date.

 **Technical Skills**

* Advance Excel, MS Word & Office, Point
* Oracle
* ERP
* Data entry management
* Knowledge of key accounting principles and procedures

 **Core Competencies**

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| * Organization and planning skills
* Communication skills
* Information gathering and management
* Decision – making
* Problem solving
* Attention to detail
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