**(PROFESSIONAL ACCOUNTANT)**

**E-mail:** [irfan.374121@2freemail.com](mailto:irfan.374121@2freemail.com)

**Visa Status: Employment** (Transferable)

### Dear Hiring Manager,

I am a professional Accountant having more than 5 year’s quality experience with renowned organizations. During my professional career, I have developed strong analytical, problem solving, team management, time management skills and ability to work under pressure. I am a good team player & can also work independently without the need for supervision.

I have hands on experience in System Design & Implementation, Financial Statements Preparation, Bank Financing, Account Receivable, Account Payable, GL Accounting, Import Documentation, Reconciliation and Working Capital Management.

I have hands on experience of working in ERP environment. In my current position, I’m working on renowned software Peachtree (ERP system).

Attached is my resume for your consideration. I would welcome the opportunity to talk to you further about my experience, qualifications and interests as well as to hear about the employment opportunities within your organization. Considering the job profile, I assure you that I would be a beneficial addition and would add value to your “Human Asset”.

Thanking you. Regards

Irfan

**IRFAN**

**(Professional Accountant)**

Address: DubaiUAE. DOB: October31,1989

Visa Status: Employment (Transferable)

Email: [irfan.374121@2freemail.com](mailto:irfan.374121@2freemail.com) Marital Status: Single

**CAREER OBJECTIVE**

Attainment of a challenging position in a dynamic corporate environment that utilizes my talent to the optimum

level, offers continuous opportunities for career developments, appropriately rewards performance and to contribute significantly towards organizational growth

|  |  |
| --- | --- |
| **SKILLS & ABILITIES**  **Accounting & Financial Knowledge** | Practical & Experienced good all around |
| **Credit & A/R Management & Reporting** | Monthly & need based Reporting &Timely Management |
| **Petty Cash & Payroll Management**  **Costing & Allocation, LC’s working** | Practical Designing & Implementation  Well versed with LC’s operations and import costing |
| **Accounting Applications (ERP, SQL)** | **Peachtree (ERP)**, Tally.ERP**9**, Working Knowledge and expertise |
| **Ms. Excel, Word, Outlook etc.** | Highly Numerate, Advance level User (lookup series, if logic, Financial, Pivot Table etc.) |
| **Stress & Time Management** | Proactive & Effectively Managing Stress Situation and Deadlines |
| **Interpersonal & Team Player**  **PROFESSIONAL EXPERIENCE** | Analytical problem Solver, Ability to work with others in both  Supervisory and team member |

# GENERAL ELECTRONICS TRADING LLC, DUBAI

Position: **General Accountant**

### Reporting to: Accounts & Finance Manager

Duration: February 2015 To Date (2.7 Years)

**Brief Job Description:**

* Prepares and Records Asset, Liability , Revenue and Expenses Entries in Accounting Software by Compiling and Analyzing Account Information (Supporting Document)
* Prepares Monthly Closing and Cost Accounting Reports
* Assisting internal/external auditors with queries
* Manage the Accounts Payable & Accounts Receivable in Peachtree (Accounting Software)
* To incorporate all types of Vouchers; Cash Payments, Receipts, Bank Payment and Receipts, Purchase and Sales Invoices etc.
* Compile Monthly Reports and Present to Management Including Reports about Stock, Cash, Bank, Vehicle Fuel, Repair, Employee Visas Renewal & Vehicle Renewal etc
* Prepares the Quotation as per Instructions of Sales Team , Generate LPO’s and check Invoices have been delivered as well as booked in proper ledgers
* Preparation of Supplier’s Payment Schedule & Suppliers Cheques
* Following up the Customers for Payments
* Handle Petty Cash & prepare the Cash Reimbursement Vouchers after Checking the Claim made for Travelling & Fuel by Employees
* Maintaining of Fixed Assets Register includes Depreciation, Revaluation and Calculating the Carrying value at the end of year.
* Preparation of Payroll, working on leaves, SIF File Creation, Final payments/ Settlements, Working on Gratuity according to local rules of UAE
* Coordination with external auditor for yearly closing of books of accounts.
* Preparation of cash budget and coordination with the bank for the surplus and shortfall in accordance with the bank facility availed.
* Prepare month end Bank Reconciliation statements
* Prepares monthly adjusting entries (Prepaid Expenses, Accrued Expenses)
* Processing Bank Deposits and Withdrawal as per need
* Periodic as well as Need based Reporting to the Higher Management
* Special Assignments as Assigned By Manager Accounts From Time to Time
* Monitors and reviews accounting and related system reports for accuracy and completeness.
* Assist the Finance Manager for preparation of Financial Statements

# MASTER TILES & CERAMIC INDUSTRIES LIMITED PAKISTAN (MASTER GROUP OF IND. LTD)

 Position: **Accounts Officer**

### Reporting to: General Manager Finance

### Office: Head Office

Duration: September 2012 To January 2015 (2.4 Years)

**Brief Job Description:**

* To handle Accounts Payable, Accounts Receivable & all types of Vouchers and Internal Reports for Higher Management by using Master Information System GL Application (ERP), Accounting Software
* Correspondence with Bankers and other Public Departments
* Prepare and handle vendors Accounts and their Payments
* Prepare of Vendor’s Reconciliation Statement in detail working with invoices (LPO, Gate Passes, GRN etc)
* Assist in Budget Preparation
* Work on Customized Accounting Software of Inventor
* Reconciliation of Bank Statement
* Prepare and Recorded Asset, Liability, Revenue and Expenses
* Entering and Posting of different types of Vouchers
* Adjusting Entries Against Advance Given to Different Parties for Different Purposes/Projects
* Prepare Journal Entries for Inter Company Transaction
* Prepare and Manage the Processing of Monthly Payroll
  1. **AL-BADR EDUCATION TRUST REGD. GUJRANWALA**

Position: **Accountant**

### Reporting to: Chairman Trust

Duration: July 2010 To May 2012 (1.11 Years)

**Brief Job Description:**

* Preparation of Cash Payment and Bank Payment Vouchers
* Correspondence with other NGO’s
* Reconcile the Monthly Statements of Accounts and Report to Chairman
* Record and Maintenance of Donations to Needy Students
* Check and Balance of Projects of NGO
* Arrange Monthly Meetings of Board of Trustees
* Preparation and Maintenance of all types of Record of NGO
  1. **NATIONAL BANK OF PAKISTAN – GUJRAT**

Position: **Internee**

### Reporting to: Manager Operations

Duration: June 2012 To July 2012

**Brief Job Description:**

* Deal Proactively with the Branch Customers
* Collect Cheque for Clearing Purpose
* Assist in Collection of Utility Bills
* Process of Opening Bank Account
* Involvement in the Activation of Branch dormant Accounts
* Processing of Secure Borrowings against Gold

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROFESSSIO**  **Degree** | **NALQUALIFICATION**  **Institution / University** | **Specialization**  **/Major** | **Passing Year** | **Score** |
| **Masters (M. Com)** | University of Gujrat, Gujrat Pakistan | Accounts/Finance | 2012 | 3.20 / 4.00 |
| **Bachelor (B. Com)** | University of the Punjab Gujranwala Campus | Accounts | 2010 | 3.18 / 4.00 |
| **HSSC (D.Com)** | Punjab Board of Technical Education, Lahore | Accounts | 2008 | 844 / 1200 |
| **SSC (Matric)** | Board of Intermediate & Secondary Education Gujranwala | Sciences | 2006 | 758 / 1050 |

**COMPUTER & SOFTWARE TRAININGS\SKILLS**

* MS-Office (Word, Excel, PowerPoint, Outlook)
* Master Information System (In-House Purpose Built Software), Tally and Peachtree
* Advance level user of Microsoft Windows operating system

**CERTIFICATES AND AWARDS**

* Employee of the year 2013, Cash reward of one month bonus salary (Master Group)
* Merit Laptop Awarded by Chief Minister’s Punjab (Laptop Distribution Scheme 2012)
* 3 Months Diploma of MS-Office from Soft Solutions College, Gujranwala
* English Proficiency Certificate from University of the Punjab(Gujranwala Campus)
* Training Certificate of Senior Relationship Officer in New Jubilee Life Insurance Co.

**SKILLS AND ABILITIES**

* Ability to meet Strict Deadlines
* Co-operative and Hard Worker having Team Work Skills
* Good all round Accounting Knowledge
* Highly Adaptive to the Culture and Values of the Organization
* Knowledge about Tally ERP.9 and Peach Tree