|  |  |  |
| --- | --- | --- |
| Objective 6 years Experienced Account Officer ( including 2 years u.a.e Experience and 4 years’ experience in Pakistan ) professional with a proven track record in reconciling challenging and difficult accounts. Ability to meet and exceed goals that have led to increased productivity for the organization. Advanced skills and proficiency in Microsoft Excel; strong ability to learn different software fast. Seeking to utilize experience and skills  to take next career step with a respected organization that rewards hard work and proven track record of success. | |  | | --- | | **Anwar**  Graduate in Finance and Accounting with 6 years ‘experience.  Email: [anwar.374202@2freemail.com](mailto:anwar.374202@2freemail.com)  Visa Status: Visit |  EDUCATION: BBA Hones ( 2006 to 2010)  Finance and Accounting.  First Division.  FSC ( 2003 to 2005 )  Pre Engineering  First Division.  SSC ( 2000 to 2002 )  Science  Firsts Division Skills Detail-oriented, efficient and organized professional with extensive experience in accounting systems.   * Possess strong analytical and problem solving skills, with the ability to make well thought out decisions. * Excellent written and verbal communication skills.   Highly trustworthy, discreet and ethical.   * Resourceful in the completion of projects, effective at multi-tasking.  Experience **2 years’ Experience as General Accountant in United Gulf Contracting Dubai.**  **Duration June 2014 to July 2016.**  **Position: General Accountant**  **Duties and Responsibilities.**     * Recording of all financial transactions (Invoice, receipts, supplier invoice, payments, Journals etc) * Analyze and reports on business performances and cash flow movements. * Reconciliation of suppliers’ statements. * Updating cashbook, preparation of bank reconciliation, Accounts payables and receivables reconciliations. * Reconciliation of suppliers’ statements. * MIS (Management Information System) reports preparations & finalizing of Sales & Collections on Weekly / Monthly Basis. * Prepare profit and loss statements and monthly closing and cost accounting reports. * Preparing Monthly payroll processing. * Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents. * Explain billing invoices and accounting policies to staff, vendors and clients. * Preparing petty cash payments and bank reconciliation. * Preparing Bank payments, Monitoring of bank accounts and cash flow.   **2 years’ Experience in Allied Bank limited Pakistan**  **Duration March 2012 to March 2014**  **Position: Finance Officer**  **Duties and Responsibilities.**   * Journalize of all Accounting Entries in Peachtree Program * Monitor cash receipts, check disbursements, and Petty cash. * Responsible for the Accounts Receivables such as monitor due Accounts of customers, making list of Bad debts accounts and follow up collection. * Responsible for the Accounts Payables such as sending PO, Follow up shipments and preparation of the Vendors’ payment. * Prepared Bank Reconciliation, cash flow and other related   Accounting works.   * Evaluate inventories at all times and control Inventory Movements. * Verify payment vouchers, receipts vouchers and journal vouchers. * Manage the Invoice generation Operation & Credit Control. * Handling and controlling Fixed Assets. * Create and monitor a system of controls, procedures, and forms for the recordation of fixed assets * Maintaining and managing Leases record for monitoring and controlling purpose. * Maintaining Inventory and recommending management for implementing controls. * Preparing Payroll, Leave salaries End of Service benefits of the employees. * Preparation of Bank Reconciliation Statement   **2 years Experience in Nai Zindagi Trust Pakistan**  **Duration: March 2010 to March 2012**  **Position: Financial Accountant**  **Duties and Responsibilities.**E:\AAA Nai Zindagi\Nai_Zindagi_Trust_Logo.jpg   * Preparing sales invoices & the upkeep of an accurate accounts filing system. * Support in all month-end activities including month end journal entries, balance sheet and profit and loss account scrutiny, key reconciliations, variance analysis and submitting monthly financials. * Handling and controlling of Accounts Payable, Accounts Receivable, Banking and Payroll. * Debtor and Creditor reconciliations. * Reconcile vendor statements. * Preparation of various reports for senior managers. * Responsible for financial accounts including budgets and projects. * Supervising junior financial staff. * Conducting regular business reviews of financial performance. * Proactively identifying business improvement opportunities. . * Ensuring that information is accurately collated & entered into systems. * Assist in the preparation of monthly balance sheet account reconciliations * Verify payment vouchers, receipts vouchers and journal vouchers |