**Azeem**

E–Mail: **Azeem.374429@2freemail.com**

**OBJECTIVE:**

To continue professional growth and obtain a challenging position, commensurate with my qualification &

**10 years experience including 6 Years UAE experience in Accounts & Finance using different Accounting Softwares.** Wherein my worthy knowledge, computer skills, education andprofessional training can be effectively utilized. Total dedication, loyalty and confidence are the keys to my success.

**SKILLS & PERSONALITY:**

Strong communication, prioritization, organizational & interpersonal skills. Polished, eager to learn and be challenged, capable to handle multi tasks, take initiative to solve problems. Ability to work under pressure as well as a team member in a positive and collaborative manner. Have a strong sense of motivation. Flexible approach to tasks and be prepared to take additional responsibilities. Demonstrative ability to work accurately and following instructions / schedules / timelines and handle multiple priorities. High level computer literacy and strong skills in Accounts / Finance. All these abilities make me a versatile professional.

**PROFESSIONAL EXPERIENCE:**

1. Presently working as **Senior Accountant** with **Royal Gate Travels & Management** **Services – Abu Dhabi, U.A.E** from July 2011 to date.

**Responsibilities:**

* Preparing and maintaining statutory books of accounts journal, ledger, cash book and subsidiaries in compliance with time & accuracy forms.
* Handle the financial matters related to the company efficiently & effectively.
* Supervise the whole range of Accounts Payable, Receivable
* Ensure reconciliation of all sub ledgers, general ledger and statement with payable & receivables is performed on regular basis.
* Bank & Cash reconciliation every month.
* BSP reconciliation on every fortnight.
* Prepare Cash Flow Statements.
* Finalize Trial Balance with supporting schedules.
* Responding to Auditors & bankers.
* Generated income statements and prepared balance sheets, general ledger, checks and reports.
* Manage the day to day financial transactions of the company.
* Prepare day to day bank transactions & day to day cash transactions reports.
* Timely Invoicing and regular follow-up for payments.
* Providing feedback to the top management with regular internal audit reports.
* Verify payment vouchers, receipts vouchers and journal vouchers.
* Provide timely & Accurate Financial Information to the Management
* Preparing Monthly Budget Analysis reports.
* Monthly Staff Cost Calculations(payroll, provision for leave salary, gratuity, air passage & provisions to pension fund)
* Prepare profit and loss statements and monthly closing and cost accounting reports.
* Ensure continuous development & improvement of the procedures within the finance department.
* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
* Providing Details for additional information required by management.

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1. Worked as **Accountant** with **Prime Cargo International, Pakistan** from October 2009 to June 2011.

**Responsibilities:**

* To deal with daily transactions for the petty cash and ensure that reconciliations are completed on a weekly basis.
* To ensure all filing is done in a timely and accurate manner.
* Prepare cheques for payment.
* Finalizing all airlines sales report
* To deal with quotation, prepare a report and submit to the Accounts Manager for approval.
* Prepare staff and labor pay slips.
* Verify calculations and input codes in to the Accounts system in an accurate manner.
* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
* To assist the seniors in daily official matters.
1. Worked as **Accounts Assistant (Part Time)** with **Sigma Shoes (Pvt.) Ltd, Pakistan** from March 2007 to September 2009.

**Responsibilities:**

* Prepare Vouchers i.e. bank / cash payment & receipt vouchers and journal.
* Debit / Credit Adjustments.
* Prepare & reconcile Cash / Bank Statement.
* Ledger reconciling
* All Kinds of Posting in the software

**ACADEMIC QUALIFICATION:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification** |  |  | **Year** |  | **Institute** |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **B. Com** (Bachelor of Commerce) | 2009 |  | University of the Punjab, Lahore - Pakistan |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **PROFESSIONAL / TECHNICAL SKILLS:** |  |  |  |
|  |  |  |  |  |  |  |
| **1.** | **Windows:** 95, 98, NT, ME, 2000, XP |  |  |
|  |  |  |  |  |  |
| **2** | **MS Office** (MS Word, MS Excel, MS Power Point) |  |
|  |  |  |  |  |  |
| **3.** | **Internet & E-mail:** Outlook Express & Various Web Servers etc. |  |
|  |  |  |  |  |  |  |  |  |  |
| **4.** | **Accounting Softwares.** |  |  |  |  |  |
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|  | **PERSONAL INFORMATION:** |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Date of Birth | 15 November 1987 |  |  |
|  | Religion | Islam |  |  |  |  |  |
|  | Nationality | Pakistani |  |  |  |  |  |
|  | Marital Status | Married |  |  |  |  |  |
|  | Visa Status | Employment |  |  |
|  | License | Valid UAE Driving License. |  |
|  | **LANGUAGES:** |  |  |  |  |  |  |  |
|  | English |  | Fluent in reading, writing & speaking |  |
|  | Arabic | Basic |  |  |  |  |  |
|  | Urdu / Hindi / Punjabi | Fluent in reading, writing & speaking |  |

**REFERENCES:**

Will be provided if required.

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