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**Abdul**

[**Abdul.375260@2freemail.com**](mailto:Abdul.375260@2freemail.com) 

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| Objective | To establish professional growth not only in Human capital and Finance Industry, but also in highly motivated diverse organizations, which provide opportunities, challenges and advancements wherein I can extend diligent and value-adding service as well as contribute significantly to maintain the company's success. | | |
| Education | |  |  |  | | --- | --- | --- | | **Degree** | **Year of Passing** | **Institute** | | CA Foundation  B.Com I.T  F.Sc (Pre-Engineering)  Matric. (Science) | 2005 -  2003 - 1St Division  2001 - 1St Division  1998 - 1St Division | ICAP – Pakistan  University of Punjab – Pakistan  B.I.S.E, Rawalpindi – Pakistan  B.I.S.E, Rawalpindi– Pakistan | | | |
| Professional Development | * **Presentation skills training course:**   University of Lahore in June 2005 (Duration 60 days)   * **Completion of Computer Practical Training:**   Eastern College of Commerce in Dec 2003 (Duration 60 days). | | |
| Career Summary | I am a professional with outstanding proficiency in planning, managing and executing diverse Socio Economic Projects ,Along with my in depth knowledge of accounting procedures and controls, accounts receivable, accounts payable, payroll, variance analysis and forecasting with background in manual and computerized accounting system. My experience as a Trainee Student in internationally reputed Chartered Accountants Firm and General Accountant/Assistant manager in known institutions led me to widespread familiarization of the accounting cycle and financial controls. | | |
| Professional Experience | **SECURI GUARD MIDDLE EAST L.L.C Payroll Administrator**  **Abu Dhabi.**  (**June 2014 to date).**  This is a UAE based company having more than Six thousand employees providing security and technical services to a large number of clients.  My core descriptions includes;   * Payroll processing, Leave Salaries and Final Settlements (EOSB). * Strong knowledge of UAE labor laws, Employee contracts, disbursement under WPS. * Familiar with HR policies and procedures, performance analysis and appraisal. * Excellent in MS Excel, Spread sheets, HRIS, computerized accounting and handling large data. * Focused at employee satisfaction, handling queries and maintaining strong relations. * Experienced in working at multi-cultural environment. * Accounts Receivables, Invoicing, Reconciliations. * Handling petty cash, posting transactions. * Ensuring completeness of accounting books and all supporting documents * Prepare monthly, quarterly and annual Management reports.   **BEDARI ORGANIZATION Assistant Manager Finance.**  **(Feb. 2011 to Mar. 2014).**  As assistant manager finance I have got valuable experience in general accounting practices, cash affairs, especially financial reporting and corporate credit affairs. I have assisted internal and external audit teams during periodic audits and inspection.  Responsibilities:   * Project financial budget reporting to donor on quarterly basis * To devise, set in place and operate efficient and up-to-date financial management systems according to the organization’s/ projects’/ donor/ auditor’s requirements. * Verify detailed expenditure accounts with receipts and vouchers; * Managing project funds, including cash flow forecasting and establishment of payment schedules, management of bank accounts and petty cash; * Enter fully authorized invoices, expense claims and other payables in the finance system (Quick Book). * Inter Project reconciliation on monthly basis. * To attend finance meetings, training course and document key information and decisions. * Maintains the financial records of all credits along with responsibility to recover. * Responsible for monthly depreciation and monthly accruals. * Ensures accurate and timely remittance of tax obligations of the company. * Posts daily transactions on loan ledger, the payments and releases, and balances the subsidiary ledgers and compares it against the general ledger. * Perform financial calculation such as amounts due, interest charges, rebates, and discounts.   **Avais Haider Liauqat Nouman Project Coordinator/District Manager.**  **Chartered Accountants.**  **(BISP Project).**  **(Jan. 2010 to Dec. 2010).**  Joined BISP as Area Manager, afterwards promoted as Quality Head and then District Manager  for District Jhang. Completed this project as District Manager Khanewal.  My responsibilities included   * Recruitment of office and field staff. * Coordination with politicians and nobles. * Public info campaign. * Training of staff. * Monitoring & reporting of field activities. * Managing logistics. * Financial management and control.   **MCB Bank Limited G.B.O (Grade III).**  **(Jan. 2008 to Dec.2009)**  Joined in direct officer cadre and worked in several branches with following responsibilities.   * Accounts opening, closing and status monitoring * Balancing of all heads of Accounts on respective periods. * Quarterly proofs and verification of critical General Ledger accounts as told ICD. * Preparation and analysis of reports relating to withholding tax, suspense accounts, inter branch reconciliations, commission income, and ATM discrepancies. * Foreign and local remittances.   **S .A .SALAM & COMPANY CHARTERED ACCOUNTANTS. Trainee Auditor.**  **(Sep.2005 to Dec. 2007).**  Some of the concern clients where I had been deputed during the Course of Audit were as follows: -  **Clients:**   * Bank ALFALAH Limited. (Special Assignment) * Malik Textile Industries (Pvt.) Ltd. (Special Assignment) * Saffee Medical Hospital. * Plastic Technology Center. * United Traders (Pvt.) Ltd. * Pioneer Cement (Pvt.) Ltd. (Special Assignment) * Pakistan Lubricants Private Limited. (Master Lubricants) * Nawab Steel (Pvt.) ltd. * Hamza Textile Mills (Pvt.) ltd. * Haleeb Foods Limited.   **Key responsibilities:**   * Liaising with internal auditors and dealing with any financial irregularities as they arise; * Producing reports and recommendations following internal audits or public sector audits; * Preparing financial statements, including monthly and annual accounts; * Preparing financial management reports, including financial planning and forecasting; * Advising on effective internal controls. | | |
| Professional Skills | * Handle accounts up to finalization independently. * Efficiently handling complete Payroll processing and disbursement through WPS. * Ability to prepare financial statements (Balance Sheets, Income Statements, Cash Flow Statements, Bank reconciliation statements) * Ability to create strategic plans in the finance, costing, and management fields. * Ability to write routine messages, good news- goodwill messages, bad news message- direct and indirect, persuasive messages. * Familiarity of the general auditing and financial accounting procedures. * Computing skills using large amount of data. * Assist during the preparation of budget and related reports to Financial Controller. * Prepare monthly budget variances. | | |
| Accounting Software | During my Misc. assignments, I have worked on **Different Accounting Soft wares** to the extent of my work.   * Focus ERP 6 * Tally * Quick Book * SAP Fico. | | |
| Computer Skills | | * MS Operating System Windows XP. * MS Office XP (MS Word, MS Excel, MS PowerPoint, MS Access) * Internet / Emails /Outlook Express etc. | | |
| Skills & Strengths | | * Flexible, Energetic, patient and able to work within a multi-cultural team environment. * Ability to work with highly sensitive matters in a confidential and professional manner. * Excellent communication, interpersonal and documentation skills, ability to work well   Under pressure and accomplish assigned task with zeal and professionalism.   * Good listener, fast learner, hardworking and committed to do a job * Good at maintaining the public relations. | | |
| Personal Information | Nationality: Pakistani Date of Birth: 14 Aug, 1983.  Marital Status: Married. Visa Status: Work Visa (Release Possible).  Languages: English, Urdu. | |
| References | Will be furnished on request | |