**SOHAIB**

C/o-Cell No.**: +971504973598**

Visa Status**: Employment Visa**

Email**:** **sohaib.378680@2freemail.com**

**Profile:**

*Proactive and results driven professional accountant with over seven years of progressive experience in financial reporting, management accounting, taxation, corporate finance and audit & assurance. Capable of working independently as well as in team environment. Dedicated to achieve results in limited time frame and always focused on providing value addition to the company with the help of all available skills, knowledge and experience.*

**Professional & Academic Qualifications:**

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| CMA-Finalist (**Strategic Level Certificate**) | In process from **INSTITUTE OF COST AND MANAGEMENT ACCOUNTANT OF PAKISTAN** **(ICMAP) - *(UAE)*.** |
| CMA-Inter (**Managerial Level Certificate**) | Passed out in 2014 From **INSTITUTE OF COST AND MANAGEMENT ACCOUNTANT OF PAKISTAN (ICMAP).** |
|  CMA (**Operational Level Certificate**) | Passed out in 2013 From **INSTITUTE OF COST AND MANAGEMENT ACCOUNTANT OF PAKISTAN (ICMAP).** |
| Bachelor in Commerce **(B.COM)** | Passed out in 2011 from **KARACHI UNIVERSITY.** |

**Professional Experience Summary:**

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| **Designation and Organization** | **Duration** |
| **Senior Accountant & Branch Manager at East & West Group LLC.(Dubai)** | **May 2016 to Till Date** |
| **Senior Accountant** at **Afridi Travels & Tourism LLC.** / **Afridi Cruise & Floating Restaurant LLC.(Dubai)** | **April 2015 to April 2016** |
| **Project’s Accounts Manager** at N&S Logistics (Pvt.) Ltd. | **July 2012 to Aug 2014** |
| **Asst. Accountant** at Mustang Security Services (Pvt.) Ltd. | **Feb.2010 to March 2012** |

**Work Experience:**

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| **Organization:** | **EAST & WEST GROUP LLC East West Group Logo V3-07.png** |
| **Organization Type:** | Travel and Tourism |
| **Designation:** | Senior Accountant & Branch Manager |
| **Tenure:**  | May 2016 to Present. |
| **Location :** | Dubai, UAE  |
| **Area(s) of Experience:**  | Accounts, Finance & Admin. |
| **Reporting to:** | Managing Director and CFO. |
| **Responsibility:** | Management Reporting, VAT Implementation and filling Returns, Payroll, Receivable, Payable, Analyze business operations and trends, costing, Financial commitments, and obligations; Banking Matters and Legal Compliance.  |
| **Job Description:** | * Performed month-end / year-end closings, financial statement preparation and budget variances. Assisted management to resolve variances.
* Responsible for VAT Implementation.
* Dealing with the preparation and submission of VAT returns.
* Prepare employees’ salaries (Payroll) and transfer salaries as per WPS.
* To ensure maintenance of accounting records in accordance with International Accounting Standards.
* Bank Reconciliation and Liaison with Banks related to Loan and other matters.
* Formulating budgets and continuously tracking performance against the same and taking corrective action on observed deviations.
* Attended meetings with customer on behalf of company.
* Manage Payable and Receivable of company and regularly coordinate with Suppliers and Customers for their advances & balances.
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| **Organization:** | **AIbEiAIAAABECO606K_gm-3izwEiC3ZjYXJkX3Bob3RvKihiMGIwYWU2ZGE5MDQ1ZTU2MTFmNTg4MzViN2MyMTZhOWZjOWExYzczMAFlPFVQ5334_Q08Z7p17kpbUPfaag.jpg****AFRIDI TRAVELS & TOURISM L.L.C**  **ANDAFRIDI CRUISE & FLOATING RESTAURANT L.L.C**  |
| **Organization Type:** | Tourism, Hotel Bookings, Rent a car & Floating Restaurant |
| **Designation:** | Senior Accountant |
| **Tenure:**  | April 2015 – April 2016 |
| **Location :** | Dubai, UAE  |
| **Area(s) of Experience:**  | Accounts, Finance & Admin. |
| **Reporting to:** | Managing Director & General Manager |
| **Responsibility:** | Management Reporting; Payroll; Receivable; Payable; Analyze business operations, trends, costs, revenues, financial commitments, and obligations; Banking; and Legal Compliance.  |
| **Job Description:** | * Handle full spectrum of Financial & Cost Accounting role (Accounts Receivable, Accounts Payable, forecasting and Budgeting.)
* Responsible for day to day finance & accounts operations.
* Responsible for timely monthly financial statements for submission to Top Management.
* Review and approve payment vouchers and journal entries.
* Develop and maintain internal control and effective accounting system for the company.
* Managing payroll of 50 employees.
* Handling Banking matters.
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| **Organization:** | **N & S Logistics (Pvt.) Ltd.** N&S Logistics Service - Copy.jpg |
| **Organization Type:** | Logistics/Supply Chain/Transportation |
| **Designation:** | Project’s Accounts Manager  |
| **Tenure:**  | July 2012 to August 2014  |
| **Location:** | Karachi, Pakistan  |
| **Area(s) of Experience:** | Finance & Accounting, Management, Internal Audit, Planning, Supply Chain and Banking Matters. |
| **Reporting to:** | Directors and CFO. |
| **Responsibility:** | Management Reporting, Payroll, Audit & Assurance, Budget & Forecasting, Leading & Supervision and Administration |
| **Achievements:**  | Successfully completed a project of amounted approximately US Dollars 20 million for supplying 150,000 metric tons Indian wheat from Karachi Port to Kabul (Afghanistan). |
| **Job Description:** | * Cost Allocation.
* Prepare all cost & expense accounts.
* Prepare Financial Statements and conclude it into report on every quarter for presenting to Directors.
* Prepare employees’ salaries (Payroll).
* Maintain record of Store.
* To ensure maintenance of accounting records in accordance with International Accounting Standards.
* Liaison and Coordinate with External Auditor for successful completion of audit.
* Manage Payable and Receivable of company and regularly coordinate with Suppliers and Customer for their advances & balances.
* Liaison with banks and handling all banking matters.
* Formulating budgets and continuously tracking performance against the same and taking corrective action on observed deviations.
* Attended meetings with customer on behalf of company.
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| **Organization:** | **Mustang Security Service (Pvt.) Ltd.** Mustang - Copy.jpg |
| **Organization Type:** | Security Service Provider  |
| **Designation:** | Assistant Accountant  |
| **Tenure:**  | February 2010 – March 2012 |
| **Location :** | Karachi, Pakistan  |
| **Area(s) of Experience:**  | Accounts and Customer Relation |
| **Reporting to:** | Accounts Manager and Branch Supervisor  |
| **Responsibility:** | Book keeping and Coordination with customers |
| **Job Description:** | * Provides financial status information by preparing special reports.
* Maintains general ledger accounts and preparing fixed asset depreciation and accruals.
* Secures financial information by completing database backups and keeping information confidential.
* Coordination with clients.
* Other admin works assigned by management
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**WORKSHOP/TRAINING:**

* Successfully completed the Course Assessment for awareness of **ISO 9001:2008** conducted at **AFRIDI TRAVEL &**

 **TOURISM LLC** by **VANGUARD MANAGEMENT CONSULTANTS.**

***(Successfully completion of training ensures the competency level for complying with ISO 9001:2008 requirements.)***

**Communication Skills:**

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| * **CALL CENTER**
 | 6 months working as a call center agent in a CANADIAN CAMPAIGN in 2009. |

**KEY SKILLS**

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| Knowledge of IFRSs  | Leadership skills | Process improvements |
| Familiar with UAE VAT Laws | Good communication skills | Effective planning |
| Experience of different sectors | Effective team player | Team management |
| Flexible attitude to work | Time Management |  |

**Computer Skills:**

* Microsoft Accounting Professional Packages
* Peachtree
* Quick book
* Other Computerized Accounting Software (**ERP** etc.)
* Advance Excel
* Microsoft Word

**Personal Data:**

* Date of Birth : 23rd August 1989
* Nationality : Pakistan
* Marital Status : Married
* Language : English, Urdu, Hindi, Punajbi