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Tanveer - MBA, CMA (USA)

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### Objective­­

Aiming for responsible position as an accounting professional in dynamic organization that thrive my knowledge and expertise personally and professionally that will lead to growth of organization.

### Skills

* Internal Control
* Cash Flow Management
* External Audit
* Attention to Detail
* ERP Microsoft Great Plains
* QuickBooks, Peach Tree, Focus
* Financial Reporting
* IFRS & GAAP
* Receivable & Payable Management
* Payroll via WPS
* GL Control
* Budgeting / Forecasting

### Summary

I have more than 7 years of experience including 4 years in Dubai, UAE currently working as **Accountant** in Travel and Tourism Company with comprehensive background in preparing final accounts, strengthening internal controls, receivable and payable management, bank dealings, closing of accounts, management reporting and cash flow management.

### Experience

**Arab Link Group**

**Dubai UAE January 2014 – Till now**

**Accountant**

* Preparation of various accounting reports and financial statements includes Balance Sheet, profit and loss, schedules of balance sheet and reports related to items of P&L account.
* Assist Finance manager in providing information and other schedules required by Internal and external auditors
* Performing period closing procedure including payable process, receivable process, depreciation calculations and posting transactions
* Assist Finance Manager in preparation of budget and other financial reports like cash flow analysis, cost analysis and quarterly income projections.
* Performing various banking activities like transfer letters, Telegraphic transfers, bank guarantee, return of cheque etc.
* Review accurate recording of accounting transactions in receivable, payable and other accounting modules
* Prepare regular reports on weekly basis of A/R Aging, collections from customers and disputed cases
* Ensure appropriate accounting internal controls are in place.
* Reconciliation of accounts on weekly basis and up to date the customer accounts information
* Making schedule of payments and receipts, review over funds, prepaid payments and asset schedules.
* Suggestion of Increase / decrease credit limits of customers and inform management accordingly in monthly meeting of A/R aging. Preparing MIS reports, customer analysis report, and supplier analysis report for management.
* Processing of employee payroll after considering terminated employees, leave, gratuity and time sheet. Creating provisions for payroll and projecting payroll cost for following month.
* Proper recording and filing of all transactions related to office expenses, supplier payments or other company payments
* Reconciliation of bank accounts, petty cash accounts and review of transactions in all bank accounts of company
* Proper check on company funds and preparation of inter company funds transfer if needed from one account to another.

**CureMD Incorporation,**

**Lahore Pakistan. February 2011 – Nov, 2013**

**Accounts Executive:**

* Daily Preparation and reconciliation of Bank Accounts
* Payment of Petty Cash, compiling of petty cash vouchers, filling of vouchers and rectifications in petty cash balances
* Assist Finance Manager in Preparation of Budget of Company expected revenue and payments
* Assisting Finance Manager in Implementation of Financial SOP for Account receivables
* Preparation and Maintenance of Cash controls and General ledger
* Customer Maintenance, Preparation of Work orders, Invoicing to customers in Quick books enterprise solution with a proper checking on Customer’s aging on weekly
* Preparation of SOP with team members for automatic invoicing, resolve client discrepancies along withclient’s communication
* Reporting of Customer aging analysis of 60+ and 90+ customers on weekly basis
* Managing clients payments, entering deposits in Quick books enterprise solution against respective customer accounts, reporting of daily deposits to Finance Manager

### Education

**Certified Management Accountant (CMA- USA) 2018**

Institute of Management Accountant

**Master in Business Administration (MBA – Finance) 2011-2013**

Superior University, Lahore Pakistan

**Bachelor in Commerce (B.Com (Hon.) – Finance) 2006-2010**

Hailey College of Commerce, University of the Punjab

### Personal Information

Date of Birth: 30-07-1989

Driving License: LMV (UAE)