**Dilshad (Six Years Well Gulf Experience)**

#  ACCOUNTANT / FINANCE

Profile Male , Married

Nationality Pakistan

Religion Islam

Visa Status Visit Visa

Languages English, Urdu, Arabic

Email dilshad.383360@2freemail.com

**PROFILE/ STRENGTH & SKILLS**

Objective is to work in an exciting and professional environment of the organization with personal development and growth possibilities and to achieve company’s goal through professional ethics, sincere commitment and hard work.

**Key Skills: Finance & Accounting, Budgeting, Planning, Business & Financial Analysis, Financial statements & reporting, Accounting Techniques, Inventory control, Asset management, Financial, Management, Payroll management, Taxation, General Ledger, Income Statement & Reconciliation.**

**PROFESSIONAL EXPERIENCE**

**Assistant Manager Accounts**  **June 2012 to June 2018**

 *Rezayat Co Ltd (Saudi Arabia)*

* Continuous management and support of budget and forecast activities
* Develop and maintain financial database
* Job order Costing
* Prepare invoice
* Prepare time sheet
* Prepare Deduction report
* Ensuring all monthly & quarterly management accounts & financial statements are prepared,
* Supervising accounts receivable and payable by maintaining their proper aging schedule and ensuring timely follow-up,
* Ensuring proper and timely disbursement of staff salaries & payroll record is maintained.
* Analyzing and interpreting financial statements, selling & administrative expenses by conducting variance analysis,
* Preparation of Monthly Management Accounts & Financial Statements – including Trial Balance, P&L, and Cash Flows & Balance Sheet.
* Ensuring that system entries are updated, the ledgers and accounts are updated
* Reconciliation of accounts payables & receivables

**Assistant Accountant** **Nov 2010 to Oct 2011**

 Zs Trading Corporation

* Work on payroll.
* Prepare expense voucher, record keeping and computerized manual.
* Internet Searching and browsing
* I Contact with Shipping Agencies for Sea Freight.
* I introduce e-mail by importers.

**Inventory Officer Aug 2008 to Oct 2010**

Bosh pharmaceutical

* I was maintaining Delivery Challan
* Identifies items to be stocked in the warehouse based on high volume items where economies would be realized.
* I have an experience in warehouse inventory is reconciled monthly with the ledger books.
* I have an experience in warehouse computer generated report denoting the inventory level of all stock stems is run.
* I have and experience claim voucher (receiver report) computer generated.
* I have an experience inventory count worksheet computer generated.

**Customer Supporting Manager** **Feb 2003 to Jul 2007**

SOFTWARE PROFESSIONAL

* Technical customer support.
* Manage all office documentation like (Product manual, presentation, helpful product documents.
* Product sale marketing.
* Coordination with Software developer’s team.

**QUALIFICATION**

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| **Particulars**  | **Institute** | **Year** |
| B com | Karachi University  | 2008 |
| Fsc | Intermediate Board Karachi | 2006 |
| Matriculation |  Secondary Board Karachi | 2002 |

**Other Skills / Trainings**

* Efficient in processing data and information, keeping records and tabulation.
* Planning & Forecasting, Self-starter, Result Oriented& efficient in Time Management,
* Proficient in **Ms Office** (Word, Excel/Spreadsheet, Outlook & Power point)
* Excellent command on **Budgeting & forecasting**, **Financial analysis tools** & **Database management**,
* Apt command on **Peachtree software , QuickBooks, Tally**
* Workshop on **Time Management** in 2006

**References**

Will be furnished on demand