**Ali**

**Location: Dubai**

**Email:** ali.383649@2freemail.com

Professional profile

A motivated & result oriented individual with 3+ years of experience in the field of Company Accounting and Banking Operation with the ability to manage multiple tasks effectively under pressure while meeting deadlines. Academic and Professional qualifications &persistent desire of acquiring more knowledge making me a diversified individual who can comfortably fit in all facets of Accounting, Financial Management, Audit etc. My objective is to excel professionally and be able to adapt to change.

Career summary

**December2016–August 2018 Nexsol International**

**Accountant**

*Key responsibilities*

* Generate Sale and Purchase invoice
* Journalize entry and analysing account information
* Maintain customer and vendor receivables and payable
* Maintain Ledger and Reconciliation Bank Statement
* Prepare Financial Statements (SOCI, SOFP, SOCE, SOCF, Notes)
* E-Filling Of Income & Sales Tax Return

**November2015–June 2016 Opal Laboratories (Pvt) Ltd**

**Procurement Officer**

*Key responsibilities*

* To monitor daily receiving of material, coordinate with RMS and PMS
* To Follow supplier for on-time submission of the invoices
* To post all the invoices in the system keeping in view that all the material are released from QC and follow QC in the case of material not released on time.
* To submit required document with a finalinvoice to finance department in time.
* To maintain and reconcile supplier ledger.
* To coordinate with suppliers in case of material rejection and return them on time.

**February2014–September 2015 Dolphin Technical Works**

**Peachtree Accountant**

*Key responsibilities*

* Generate Sale and Purchase invoice
* Journalize entry and analysing account information
* Maintain customer and vendor receivables and payable
* Maintain Ledger and Reconciliation Bank Statement
* Maintain Labour Attendance

**July2010–August 2013 Bank Al-Habib (Pvt) Ltd.**

**Teller**

*Key responsibilities*

* Provides account services to customers by receiving deposits and cheques payments
* Sorting Currency notes and Utility Bills Receiving
* ATM Replenishment
* Generated cash balancing report for Branch and for State Bank

Education& qualifications

* **Master of Business Administration,** Finance, A**,** 2017
* **Pakistan Institute of Public Finance Accountants, APFA ,** 2017
* **Bachelor of Arts, Economics, Political science and Islamic History –** Karachi University – 2011
* **Intermediate, Commerce,D –** Superior Commerce college –2008
* **Matriculation, Science, B –** Usman Grammar School–2005

Personal Information

* Date of Birth: June 02 1989
* Marital Status: Single
* Language: English & Urdu

Other Skills

Knowledge of working in the ERP system, MS Office and Excel Advance, Financial Modeling, SPSS, Peachtree, Quick books.

References available on request