**Jaffar**

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Manager Finance

Highly accomplished, result – driven senior accounting and financial management executive with more than 10 years of progressive experience in accounting and financial management. Demonstrated ability to streamline business operations that drive growth and increase efficiency and bottom line profit. Strong qualification in developing and implementing financial controls and process in addition to productivity improvements and change management. Possess solid leadership, communication and interpersonal skills to establish report with all levels of staff and management.

Core Qualifications

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| Financial Analysis & Reporting  Performance Measures  Cash flow Management | Budgeting & Forecasting  Accounts Payable/Receivable   * Auditing & Internal Controls | Corporate Reporting  MS Office  Quickbook , ERP & SAP |

Professional Experience

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| INTERPRO WOOD INDUSTRIES L.L.C, Dubai, UAE | 2010 to Present |

Manager Finance

Repeatedly promoted during 10-year tenure , culminating in current responsibility for coordinating all office functions and supervising a team of six administrative professionals. Results:

Cash Flow Management, Banking Relationship, Trade Finance Management, Import Facilitation documentation.

Monthly & annual accounts closing & finalization in adherence to International Financial Reporting Standards.

Manage and supervise daily operation of accounts payable, accounts receivable, cash receipts, payroll and general ledger.

Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.

Analyze budget variance support to achieve the budget objectives by scheduling expenditures, analyses variances, initiating corrective actions and provides status of financial conditions.

Preparing and Finalizing the VAT.

Verification and checking of all document having financial impacts related to Purchase, Sales, HR, Admin and Finance.

Implement company financial policies and procedures, effective supervision, monitoring and periodically

appraising of staff members and submission of management reports to assist Management decision making.

Work with auditors (Internal & External) and provide necessary information and clarification and ensure timely completion of audit.

Assist to the employees during work.

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| AYOUB EISA REAL ESTATE, Dubai, UAE | 2009 to 2010 |

Senior Accountant

Served as executive assistant to the management team, handled a busy phone system, functioned as primary liaison to customers and ensured a consistently positive customer experience. Results:

Preparing and maintaining accounting records and its posting in accounting software.

Monthly reconciliation of GL & Bank reconciliations and calculations of financial charges.

Preparation and Processing of payroll and record in the books.

Preparing and maintaining daily Cash Book records.

Follow up debtors payments on daily basis.

Responsible for all day to day operations of the accounts department.

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| MUEEN SABIR ASSOCIATES, Lahore, Pakistan. | 2006 to 2009 |

***Auditor***

Receivable management, including age analysis and onward management of receivables, assurance of credit limits sanctioned and discounts offered calculation of provision for doubtful debts.

Payable management, which includes monthly status of creditors and confirmation of balances lying with them and reconciliation in case of any difference arising as such.

Cash budgets, preparation of quarterly cash budgets, variance analysis and adherence to master budget prepared by the management.

Payroll, monthly processing of payroll, settlement of final dues of employees, calculation of gratuity/ bonus according to company policy.

Book keeping, processing/ vouching of transactions into accounting records, reconciliation of various collection & bank payment accounts, reconciliation of subsidiary ledgers with GL.

o Compliance with the accounting control procedures.

o Knowledge of data entry in Oracle based financial environment

Professional Certifications & Degrees

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| ***ACCA***, ASSOCIATION OF CHARTERED CERTIFIED ACCOUNANTS, UK |  |
| ***BSc,*** GOVERNMENT COLLEGE OF SCIENCE, PAK |  |

Interpersonal Skills

Responsibility and Accountability

Problem Solving and Decision Making

Communication Skills, Verbal & Non-Verbal

Self-Initiative and Motivation

Leadership & Time management