**Hassan**

**Accountant General**



**Email:** **hassan.392274@2freemail.com**

**SUMMARY**

Dedicated and highly capable accountant with over **6 years** of **UAE** experience in financial matters. Adept at handling accounts for small and large business and providing forecasts and budgets and have keen ability to manage accounts and remove discrepancies. Budgeting, Reporting and financial analysis are my forte and I am quite familiar with the major financial applications and software use in the industry. Team work and meticulousness help me solve problem easily.

**EXPERIENCE**

**Accountant General (2014 Till Now)**

* Prepare monthly account reconciliations.
* Supervise all regular accounting processes such as A/R and Journal Entries plus monthly closure accounts
* Facilitate and complete monthly close procedure.
* Preparation Trust Receipts(TR’s), Invoice Discounting, Letter of Credits(LC’s), Bank Guarantee’s. and communication and follow up with banks till transition done.
* Preparing and update ageing of receivable & Payable
* Preparation of reports and documents for internal audit
* Reconciling the inter-branches accounts
* Prepare and submit weekly/monthly reports.
* Preparation, validation and submission of monthly and quarterly **VAT** returns for the UAE entities
* Prepare and manage all documents in line with **VAT** regulations and other related activities
* Handle **VAT** reporting (payables and receivables). Ensure collections and payments are done in line with UAE regulations

**Accountant General –( 2012 to 2014 )**

* Preparation of Journal, Payment, Sales, Purchase & Payroll entries in the system.( Tally ERP 9)
* Preparation of monthly invoices and reconcile Debtors & creditor’s outstanding statements.
* Update accounts receivable and issue invoices.
* Assistance In internal audit
* preparation of monthly bank reconciliation statement.
* Handling daily cash transactions , Like petty cash and cash sales.
* Preparation ageing of receivable & payable

**Assistant Accountant: Crescent Textile Mills Limited**

* Enter all sales vouchers and submit report daily.
* Entering petty cash vouchers and cash sales and finalize cash report.
* Assist Senior accountants in preparation of monthly & yearly closings.

**Assistant AccountantIttefaq Steel Corportaion PVT**

* Assist in accounts receivable and record in system
* Prepare invoices and record in system
* Assist accounts payable
* Assist in handling petty cash

**SKILLS**

* Microsoft excel and word (Advance Level)
* Tally ERP.9; Quick Book Pro 2010
* Spreadsheets and accounting records;
* Oracle Base software
* Preparation validation and submission of monthly and quarterly **VAT** returns for the UAE entities

**QUALIFICATION**

* MBA ( Master in Business Administration ) Finance -2011
* B.Com – ( Bachelor in Commerce ) - 2005
* I.C.S ( Intermediate in Computer Science )- 2003
* Matriculation (Board of Intermediate & Secondary Education GRW) – 2001

**Personal Details**

* Visa Status : Employment Visa
* Availability : Immediate
* Nationality : Pakistan
* Language : English , Urdu , Hindi ( Speaking)