

**ZUBAIR YOUNAS**

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**EDUCATION**

**PRACTICAL EXPERIENCE**

* **ALLIED SOLUTIONS (UK Based Accounting Firm)**

**(April 2019 to Present)**

Currently working in Allied Solutions as a **Trainee Accountant.** I have managed to obtain Comprehensive understanding and exposure of accounts of different UK based **VAT** Clients. My Job duties are:

* Bookkeeping on different accounting softwares like **Capium** and **Quickbooks** **desktop.**
* Entering Purchase and Sales invoices and compare it with the payables and receivables ledgers to confirm about aged payables & receivables balances.
* Excellent knowledge of **VAT** accounts preparation for clients.
* Posting & Processing financial information to prepare annual accounts and financial Statements of companies, Sole Traders & Partnership.
* In-depth knowledge of **Variance Analysis** of different Accounting reports.
* Ensuring **revenues, expenses** and **banking** transactions are recorded appropriately on daily basis.
* Find and resolve discrepancies through strong analytical approach.
* **ACCA** (Part Qualified)

College of Accountancy & Professional Studies, Lahore

* **B.COM**

University of the Punjab, Lahore 2014

* **FSc**

Govt Dyal Singh College, Lahore 2012

* **Matric in Science**

Govt Iqbal High School, Lahore 2010

**COMPETENCIES**

* **SAP Business One**
* **ZOHO Books**
* **QuickBooks** Online
* **Quickbooks** Desktop
* **Capium** (Bookkeeping)
* **Megaventory**
* **Tally ERP 9**
* **VAT Knowledge** – **UK**
* **VAT Knowledge -** **UAE**
* Microsoft **Excel**
* Microsoft **Word**
* Excellent Typing Speed
* English Communication Skills
* **HSB TECHNOLOGIES (April 2018 to February 2019)**

In HSB Technologies as an **ERP functional consultant** I have worked for various clients regarding implementation and providing consultancy to the clients on **Quickbooks online** and **Megaventory.**

My Experience consist upon:

* **Bookkeeping** and Accounting entries on Quickbooks online.
* Provide consultancy regarding different business processes.
* Preparation of **Management Reports** for clients.
* Different **customized reports** according to client’s requirements.
* Performance of different reports on **Ms Excel**

1. Sales report on **pivot table** 2. **Collections Report**

To Make a career in a **Reputed Organization** that provides challenging opportunities to growth and strong future. I want to recognize myself as a dedicated and sincere professional to prove myself as an asset to the organization that enable me to make use of my education and will benefit from my skills.

* **BITECH SOLUTIONS**

ERP Software **SAP Business One** (End User Training) at **BITECH** **Solutions** of All Modules comprising:

**TRAINING EXPERIENCE**

**OBJECTIVE**

* Training of **SALES/Receivables** Module
* Training of **BANKING** Module
* Training of **PRODUCTION** Module
* **Reporting**
* Training of **Financial** Modules
* Training of **Purchase/Payables** Module
* Training of **Inventory Management** Module
* **ZOHO BOOKS**

Training of Different aspects of **UAE VAT** contains:

**HOBBIES**

* Volunteer Work
* Sports (Walking, Exercise, Cricket
* Reading
* Drawing
* VAT Records & Books of Accounts
* Excise Tax
* Excise Tax Registration
* Transition to VAT
* Penalties
* Input Credit Deductions & Refunds
* VAT Registration
* Supply under VAT
* Reverse Charge
* VAT Returns
* VAT Payments
* VAT Refunds