** MUJTABA (ACCOUNTANT)**

Dubai, United Arab Emirates|| mujtaba-394852@gulfjobseeker.com

**CAREER ABRIDGMENT**

Certified Public Accountant with 05 years of experience in production, manufacturing and food and beverages industry. Highly proactive and articulate in communication and possessing excellent leadership, management and persuasive skills to bring about changes in the work culture. Strong record of accomplishments in accounts and automated systems implementation.

**AREAS OF EXPERTISE**

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| Accounts Receivables | Bank Reconciliations | Bookkeeping |
| Accounts Payables | Fixed Asset Register | Bank Reconciliations |
| Inventory Management | Misc.AdminTasks | Reporting to the Management |
| Payroll | Internal Audit Dealing |  |
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**ORGANIZATIONAL SCAN**

**GENERAL TRADING in DUBAI, U.A.E**

A general trading company which is part of Mohamed Omar AL Majid Group that was established in 1980.The Company has three decades of experience operating in automotive sector in UAE and as a front runner in its field in Gulf Region.

**ASSISTANT ACCOUNTANT** **JAN 2017 TO SEPT-2019**

**JOB DESCRIPTION:**

* Dealing with Accounts Receivable and Accounts Payable.
* Managing day to day business transactions.
* Handling Petty Cash.
* Handling Accruals andPrepayments.
* Payroll processing.
* Entering financial information into appropriate software programs and Posting to the Ledger.
* Bank reconciliations.
* Dealing with VAT Return’s
* Monthly Closing of the account’s

**Location: LAHORE**  **ISLAMABAD**

It is the Ministry of Science and Technology Islamabad Department whose primary objective is to facilitate commercialization of the indigenous researched products, processes and technologies and to assist all public sectors Research and Development institutions in commercialization.

**SENIOR ACCOUNTANT** **MARCH 2013 TO OCT 2016**

**JOB DESCRIPTION:**

* Assist Manager and Internal audit service in developing and executing audit plans.
* Identifying the risks associated with the business objectives and evaluating the controls to mitigate those risks.
* Make recommendations on how to improve internal control.
* Periodic reports to the management.
* Payroll processing.
* Verifying, allocating, posting and reconciling accounts receivables and payables.
* Liaison with the banks and handling all banking matters.
* Bank reconciliations.
* Inventory management and reconciliations.
* Maintaining fixed assetregister.
* Support month end and year end process.
* Dealing LC matters from LC opening to LC retirement.

**FOOD RESTAURANT in LAHORE PAKISTAN**

It was a multi cuisine like Pakistani, continental and Chinese restaurant serving lunch, Dinner, coffee and drinks.

**JUNIOR ACCOUNTANT JAN 2012 – FEB 2013**

**JOB DESCROPTION & ACHIEVEMNETS:**

* + Posting and processing general entries to ensure all business transactions are recorded.
	+ Updating accounts receivables and issuing invoices.
	+ Updating accounts payables and performing reconciliations.
	+ Assist in the process of balance sheet and income statement.
* Assist with reviewing of expenses, payroll record etc. as assigned.
* Prepare and submit monthly and weekly reports.
* Act as a liaison for vendors to reconcile any billing discrepancies.

**SOFTWARE SKILLS**

* Post Graduate Diploma in Information Technology
* MS Office 2007 (MS Word, MS Excel, MS PowerPoint)
* Computerized Accounting and Finance (Peachtree Accounting Software, QuickBooks Accounting Software, MYOB Accounting Software, Tally ERP 9.0)

**ACADEMIA**

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| --- | --- | --- |
| 2014-2015 | Certified Public Accountant of Pakistan (CPA) |  |
|  | The Institute Of Certified Public Accountants of Pakistan |  |
| 2012-2014 | Master of Business Studies MBS (Finance) |  |
|  | Virtual University Of Pakistan |  |  |
| **PERSONAL DOSSIER** |  |  |  |
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|  |  |  |  |  |
| Date of Birth: | August 1986 | Marital Status: | Married | Nationality: Pakistani |
| Visa Status: | Visit | Visa Expiry: | 10-Jan-2020 |  |