**6 Years UAE Experience in Accounts, Administration and Customer Services**



OBAID

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Date of Birth: February 11, 1982

**CAREER OBJECTIVE**

I would like to apply for any suitable post (not limited for a single task and would accept multiple task /position. i.e. Accounts, Administration, Customer Services, Operations or any other related),

My strong initiative and exceptional organizational skills, combined with my ability to work individually or as a team leader under pressure, allow me to play a crucial role in fast-paced and esteemed organization, where I can put my all efforts and abilities together.

**ACADEMIC QUALIFICATION**

Master’s in international *Relations* (As Private Candidate) from University of Karachi Pakistan BBA from Defense Authority College of Business Affiliated with University of Karachi Pakistan.

Intermediate from Karachi Board Pakistan

Matriculation from Army Public School (Federal Board)

**EXPERIENCE PROFILE**

**As General Manager (UAE)**

**(Dec2017 – Oct2019)**

At this position I was involve managing all the administrative & operations activities such as Supervision of team to generate new client leads.

* Meeting with clients and site visits.
* Estimation.
* Design department supervision regarding the project drawings.
* Budgeting for the projects.
* Coordination with suppliers / sub-contractors.
* Organize meeting with clients for ongoing project status.
* Operations department supervision to follow the Authorities and Client's policies / procedures.
* Project handover with completion certificate and snags completion if any as per authority’s requirement.

**EXPERIENCE PROFILE**

**As Administrative Officer (UAE)**

**(March2017 – Nov-2017)**

At this job I am involve in to manage all the administrative activities which includes

* Managing office supplies stock and purchases
* Prepare regular reports on expenses and office budgets
* Affiliated Payment transfer via bank/exchange.
* Organize a filing system for important and confidential company documents
* Answer queries by suppliers and vendors.
* Update office policies as needed
* Distribute and store correspondence (e.g. letters & emails)
* Prepare reports and presentations with statistical data, as assigned
* Arrange travel and accommodations
* Arranging payments for local suppliers and affiliated GCC via cheques and transfers.
* Preparation of monthly Budget report.
* Payables reconciliation reports.
* Organizing the contractors for repair and maintenance activities whenever required.

**EXPERIENCE PROFILE**

**As Accountant General (UAE)**

**(January 2013 – Feb-2017)**

At this job I am involve in to manage the number of activities from daily office activities which includes

* Visa processing (New and Renewal) Emirates ID, Labor card (New and Renewal) Registration and Insurance of Vehicles.
* Salary Processing, Transfer for the Employees through WPS. Preparation of Accounts Statements, Bank Reconciliation.
* Billing and Transactions (Payables & Receivable)
* Contact with clients regarding outstanding (Receivables) Correspondence with clients for meetings and new job and forwarded. Health card and insurance for employees.
* Renewal of contracts. (Warehouse, Staff Accommodation etc.)
* Preparation of monthly purchasing report.
* Gate passes/ permissions (New and Renewal) for jobs.

**EXPERIENCE PROFILE**

**As Manager**

**(March2011 - Oct. 2012)**

During the period of job with the Willing Ways (Pvt) Ltd. I was involved to manage the number of activities from monitoring of daily office activities, Analyzing monthly financial reports, Performance report of employees. There in Willing Ways (Pvt) Ltd I was directly reportable to the Director and I was responsible for preparation management reports for Project director and Director.

* Analyze Monthly Invoice Outstanding Report to determine the Monthly outstanding Balance for Suppliers. (Accounts Payable)
* Analyze Monthly Invoice Outstanding Report to determine the Monthly outstanding Balance to clients. (Accounts Receivable)
* Analyze Monthly Bank Reconciliations and Bank Position Report and submitted to Finance Director, Director and Project Director.
* Reviewing of contractors Payment Certificates, Ensuring necessary deduction and retentions, Performance and Advance guarantees and payment as per terms.
* Analyze the expenses of different heads and the variances for controlling purpose.
* Independently handling correspondence with Suppliers, Clients, Auditors, and Bank etc.
* Conduct daily chat among all the out of city offices.
* Compensation / Incentives and Increments to the employees as per their performances.
* Maintaining monthly progress report of the employees.
* Implementation of new Rules and Policies as per requirements.
* Analyzing Expenses for the previous month and Budgeting for the next month on the basis of previous month.
* Oversee the progress of Current vendors and find new if necessary.
* Conducting /shuffling staff duties as per requirements.

**EXPERIENCE PROFILE @ Willing Ways (Pvt) Ltd.**

**As Accounts Manager**

(**September 2009 to February 2011)**

During the period of job with the Willing Ways (Pvt) Ltd. I was involved to manage the number of activities from daily office accounting to the finalization of monthly and yearly financial reports. There in Willing Ways (Pvt) Ltd I was reportable to the Finance Director and Director.

* Submission of Daily accounts Reports
* Submission of monthly based profit and loss statement
* Preparation of monthly staff salaries.
* Revision of Price Lists for Cafeteria if needs some changes according to the monthly report.
* Preparation of Monthly Budget.
* Analyze the variation of expenses according to the Budget.
* Comparison of Monthly Reports with Budget.
* Bank Accounts Reconciliation, Daily bank position report submitting to the Finance Director for fund arrangement.
* Assisting the Auditor for Statutory Audit.
* Arranging the transfer of fund as per requirements for Staff salary and Expenses on monthly basis.
* Reviewing of contractors Payment Certificates, Ensuring necessary deduction and retentions, collection of Performance and Advance guarantees and preparation of payment as per terms.

**EXPERIENCE PROFILE @ TRG**

**As CRO in Telenor (11 Months)**

During the job with the trg I was responsible for answering the calls, with solution oriented attitude according to the policies and maintain the Quality of the call as per standards.

* Answering the calls on helpline.
* Handling the clients for their queries.
* Provide them there required information according the policies.
* Launch the complaints if any and follow up with clients.

**EXPERIENCE PROFILE @ Sunbeam Motors.**

**As Accounts & Admin Executive (3 years)**

During the job with the Sunbeam Motors Authorized Dealer of Suzuki I was responsible for administration matters including Repair and Maintenance of the premises and proper arrangements for the new arrival vehicles and transport the orders out of city and delivered at home in the city as well.

* Repair and Maintenance activities.
* Parking arrangements for the new vehicles.
* Transporting of Vehicles for out of city orders.
* Billing and Bank Transactions.
* Reports the activities and Bank position to MD.

**COMPUTER PROFICIENCY**

Well versed with the latest versions of the following:

* Microsoft Word, Microsoft Excel, Microsoft Power Point & Outlook
* Sketchup
* AutoCAD (understanding)
* QuickBooks
* Control Screen (TBR)