

FAIZAN

Accountant

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Dubai, UAE



SUMMARY

Experienced accounting and finance professional with 12 years of diversified experience ranging between different sectors. Self-motivated with a strong command over accounting and reporting reinforced by solid work ethics and determination. Good handling pressure, multitasking, people management and time management.

EXPERIENCE

Accountant

Full Option Auto Service

10/2023 - 03/2024 DUBAI

- Managing accounts payable and accounts receivable.
- Cash Handling, expenses, payroll, receipts & payments.
- Managing party's comparative, quotations, rates approvals, and purchase orders.
- Manage tax invoicing. VAT tax deductions and expense adjustment voucher.
- Petty cash expenses & reconciliation on daily basis & daily cash summary reports.
- Bank and cash reconciliation.
- Verifying party's ledger payments and reconciliation of party balances.
- Interaction with vendor and customers for schedule payments.

Accountant

Muwadat Industries (Pvt) Ltd

11/2021 - 09/2023 Lahore

- Apart from overall bookkeeping: Preparation of daily production reports
- Preparation of daily sale reports
- Preparation of and maintaining customers' ledger
- Preparation of tax and commercial invoices
- Active team member in the Implementation of ERP
- Maintaining sale agreements and preparation of Sale orders
- preparation of delivery notes preparation of purchase orders

Accounts Officer

Shahkam Industries (Pvt) Ltd

11/2014 - 11/2021 Lahore

- Analyzation and maintenance of an adequate system of accounting records and a comprehensive set of controls to mitigate risk
- Collection of financial data and then preparation of summaries and customized reports dealing with Customers and strengthening the company customer relationship
- Bank accounts reconciliation and managing relationships with banks
- Preparation of cash flow petty cash handling
- Deal with external auditors during half-yearly and annual audits of the company
- Any additional task from the management
- Presenting reports

LANGUAGES

English

Native



Urdu

Native



Punjabi

Native



Hindi

Native



SKILLS

Accounting Software

Financial Reporting

Bookkeeping

ERP

EXCEL

Peachtree

Software Solution

Quick Books

EDUCATION

Bachelors of Commerce

University of the Punjab

2016

Intermediate of Commerce

B.I.S.E Lahore

2011



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HR CONSULTANT

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