**AFFAN**

**AFFAN.95908@2freemail.com**

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| **CAREER OBJECTIVE** |
| A confident, multi-skilled & capable assistant accountant with excellent knowledge of finance & accounting procedures. Exceptional analytical & problem-solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures. |
| **PROFESSIONAL PROFILE** |
| • 10+ years’ experience of working in Accounts & Finance department, in different companies in UK and Pakistan• Have sound knowledge of Accounts and Finance related matters till Income Statement and Balance Sheet• Have hand-on experience of Accounts Soft wares (SAGE-50, Quick Books, Peach Tree, Epicor ERP)• Conscientious, hard working and self motivated | • Highly organized and can work effectively in a pressurized environment• Good communication, organizational and presentation skills with an aptitude for team work and leadership• Adaptability and analytical skills• Capable of meeting deadlines• Well focused and committed, enjoy creating new ideas and challenges with a propensity for solving problems |
| **PROFESSIONAL EXPERIENCE** |
| **ENERGYA CABLES INTERNATIONAL – JEDDAH CABLES COMPANY, Dubai, UAE.*****Assistant Accounts Manager*****May’2016** – **Present**Responsibilities:• Preparing, examining, and analyzing accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards;• Analyzing business operations, trends, costs, revenues, financial commitments. And obligations, to project future revenues and expenses or to provide advice;• Reporting to management regarding the finances of establishment;• Assisting Accounts Manager in making and obtaining LC’s (Letter of Credit) from designatedbanks and customers and also discounting the LC’s (Letter of Credit) whenever necessary;• Establishing tables of accounts, and assign entries to proper accounts;• Developing, maintaining, and analyzing budgets, preparing periodic reports that compare budgeted costs to actual costs;• Applying checks to customer accounts;• Processing refunds, returned checks and bad debts;• Processing invoices (incoming & verifying PO’s or receiving tickets), posting to vendor |

accounts and processing cleared checks;

• Performing journal entries and month-end for AP and AR areas;

• Maintaining Purchase Order Processing system;

• Processing Accounts Payable paperwork at completion of the check run;

• Preparing mailings and priority shipments for the Finance/Accounting Departments;

• Preparing labels and maintain files as needed within the department;

• Preparing correspondence as needed within the department;

• Assisting Accounts Manager in managing petty cash account;

• Performing such other accounting, financial, or administrative tasks as may be required from

time to time – quite often on short notice (by Accounts Manager);

**FOUR SEASONS – AVERTISING & PRINTING HOUSE, Karachi, Pakistan.**

***Accounts Manager***

**February’2009** – **December’2015**

Responsibilities:

• Overall management of an important business clients and suppliers;

• Controlling capital and revenue expenses within area of responsibility;

• Preparing and recommending account operating budget and ensuring that departments operate within budget;

• Verifying receivable balances and confirming balance settlement dates with corporate

customers as tools for keeping effective control on accounts receivable and monthly cash inflows Corresponding with Banks regarding day to day Financial operations;

• Evaluating and justifying capital and revenue expenditures;

• Preparing reports and statistics including monthly profit and loss account, ratio analysis, current and next month cash flow statement, etc., required for strategic business planning and decision making by higher management;

• Preparing and maintaining details of cheques issued and cheques cleared and unpresented cheques reconciliation as tools for keeping effective control on accounts payable and monthly cash outflows;

• Finalizing company accounts up to the generation of yearly Income Statement and Balance

Sheet;

• Conducting internal audit on quarterly basis;

**EASY SLEEP BEDS, Birmingham, United Kingdom.**

***Business/Accounts Manager***

**August’2007** – **January’2009**

Responsibilities:

• Overall management of an important business clients and suppliers;

• Ensure the business orders and deliveries into the system SAGE-50 in timely manner to run

profitable business;

• Updating customers and suppliers records on the latest version of SAGE-50 Account;

• Finalization of accounts upto Balance Sheet, also conduct internal audit on quarterly basis

• Controlling capital and revenue expenses within area of responsibility;

• Preparing and recommending account operating budget and ensuring that departments operate within budget;

• Preparing monthly Bank Reconciliation of collection and current bank accounts;

• Preparing and maintaining details of cheques issued and cheques cleared and unpresented cheques reconciliation as tools for keeping effective control on accounts payable and monthly cash outflows;

• Revamping of customers/suppliers functions of sales and payments;

• Managing the OPD (Order Processing Desk) function for all the customers of Easy Sleep Beds, Birmingham;

**TRAFFIC DATA CENTRE, London, United Kingdom.**

***Accounts Assistant***

**May’2004** – **August’2007**

Responsibilities:

• Assisting Accounts Manager for finalizing company accounts up to the generation of yearly;

Income Statement and Balance Sheet;

• Preparing and maintaining details of cheques issued and cheques cleared and unpresented cheques reconciliation as tools for keeping effective control on accounts payable and monthly cash outflows;

• Verifying receivable balances and confirming balance settlement dates with corporate customers as tools for keeping effective control on accounts receivable and monthly cash inflows Corresponding with Banks regarding day to day Financial operations;

• To determines EIS (Environmental Information System) and strategically handle all aspects relating procedures to gather, sort, analyze, evaluates, and distribute timely, and efficient and accurate information to traffic controls decision makers;

• Reporting directly to the city council department;

**EDUCATION**

**LUTON INTERNATIONAL COLLEGE, Luton, Beds, United Kingdom 2005**

Diploma in Business Administration (DBA)

**PRESTON UNIVERSITY, Karachi, Pakistan 2004**

Masters of Business Administration (MBA) – Finance & Accounts

**COMPUSTAR INSTITUTE OF PROFESSIONAL EDUCATION, Karachi, Pakistan 2001**

Diploma in Information Technology (DIT)

**KARACHI UNIVERSITY, Karachi, Pakistan 2000**

Bachelor of Commerce (B.Com) – Finance & Accounts

**SKILLS**

**INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEMS (IELTS) 2007**

Fluent in written and spoken English – Band 6.0

(British Accent)

**COMPUTER INFORMATION**

• Quick Books/Peach Tree

• Tally ERP

• Microsoft Word

• Microsoft Excel

• SAGE-50 Accounts

• Epicor ERP

• Microsoft Access

• Microsoft PowerPoint

**PERSONAL INFORMATION**

**Date of Birth** 01st March’1979

**Nationality** Pakistani

**Driving License** Full UAE Driving License

**Visa Status** Employment Visa (Transferrable) (valid till 01st June’2018)

**AVAILABILITY**

02 week notice period required

**REFERENCES**

Furnished upon request