 Umair

[Umair.147628@2freemail.com](mailto:Umair.147628@2freemail.com)   
 MIPA (Australia),M.Com (Public Finance),AFA (U.K),

CIA (USA){Candidate}.

**Objective and Core Competencies**

Dedicated my **5 and half** year’s experience of exceptional track record in financial analysis, accounting and auditing, seeking a finance position with a leading organization to apply accrued skills in making tangible contributions to the overall financial bottom-line.

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| **Skill Summary** | Unrivalled accounting & Finance skills , diversified knowledge and experience of the following:   * Knowledge of financial planning, analysis and reporting best practices. * Understanding of regulatory requirements for financial reporting including the IFRS. * Asset Management, Financial Accounting, Management Accounting and Cost accounting, * External audit, internal audit, operational & compliance audit * A/R, A/P & Payroll Accounting * Financial ratio, Profit and loss Ratio & Variance Analysis * Collaborative & Team Player * Information analysis and decision making * Proficiency in English (written & oral) * In depth in accounting software ERP’s e.g. SAP, Oracle and TRAACS. | |
| **Accounting ERP’s & Computer**  **Proficiency**  **Accomplishments** | * **E.travel 2010** Middle East * Travel Agent Accountant System **(Traacs)**  Middle East * **Oracle Financial Classes (R12)** * **SAP (FICO)** Financial Accounting module * **QuickBooks** Pro 2011 * **Tally** 9 and **Peachtree** 2010 * **Microsoft Office** (Publisher, Spreadsheets, Word Processors, Presentation Software, Email Softwares)   **Accounting system implementation**   * **Migrated opening balances** while considering senstivity of Airline due balances and all financial data from Etraval to Traccs with proper matching and reconcialation. * **Implemented accounting system** on new software according to company parameter and accounting standard IAS. * **Develop a straightforward strategy** and process to transfer data. * **Prepare cash management** program to ensure all branches have sufficent cash to meet operational expenses. * **Fasten accounting process with quality** assurance to meet deadline of national holding group reporting. * **Implemented a sound internal control system** to ensure management has timely, Accurate and complete information to monitor the acheivement of operational goals and objectives. |

**Employment**

**Etihad National Travel & tourism Abu Dhabi, UAE** [**www.etihadnational.com**](http://www.etihadnational.com)

**Feb 2013 –Present Accountant General**

**Financial planning and analysis**:  
• Prepare and submit project specific forecasted profitability statements with analysis and recommendations  
• On completion of a course, prepare a Course P & L with analysis and report to management  
• Prepare monthly cash flow and profitability forecasts and compare actual with forecast  
• Help in preparing the annual business plan and budget  
• Prepare and submit the Monthly Financial Report (MFR) that includes P & L, cash flow and balance sheet, with analysis and comments

**General Ledger Accounting:**   
•Book all accounting entries clearly, accurately, completely and on time.  
• Book revenue and cost recognition entries accurately   
• Capitalize or expense costs as appropriate and charged to the correct cost centre.  
• Book all period end entries (prepayments, accruals etc) correctly and promptly.  
• Keep proper records to support all accounting entries.  
• Check that all sub ledgers (AP, AR, and Fixed Assets) agree with the respective GL control account.  
• Notify any unusual transactions or key issues to the Manager-Accounts.  
• Ensure that GL is closed as per agreed schedule  
  
**Payables Accounting:**  
• Ensure that suppliers are all paid within the contractually agreed payment period.  
• Deal directly with suppliers and manage supplier expectations.  
• Ensure payables sub ledger accounts are reconciled to the suppliers’ statements of accounts on half yearly basis.  
• Keep proper records of all payments.  
• Ensure that accruals are booked with completeness & accuracy monthly and at year end.  
• Ensure that payables are closed for the period promptly and without issues.

**Receivables Accounting:**   
• Ensure suppliers and clients have been invoiced correctly and promptly as per contract terms.  
• Apply receipts to invoices in a timely and accurate manner and ensure that unapplied receipts do not accumulate.  
• Ensure that all credit transactions (reversal of sales, waiver of interest/fees/other charges) are correct, approved and accounted without delay.  
• Process refunds to clients correctly and promptly (reversal of sale, reversal of invoices, refund).  
• Prepare the monthly receivables aging analysis report.  
• Follow up on delinquent receivables

* **Reporting to (Financial Controller)**

**Tariq Ayub Anwar & Co Chartered Accountant Firm (Affiliated with CH International)**

**Oct 2009 – Aug 2011 Audit Associate**

**Area of Experience:**

• **Finance & Accounting** Services.

• **External & Internal Audit**

• Conducting **Planning** and performing auditing.

• **Preparation** of Financial Statements.

• **Journalizing posting** and making trial balance of daily transactions.

• **Reconciliation** with Suppliers, Customers & Bank Account.

* **Reported to (Senior Auditor )**

**Philip Morris International (PMI Pakistan) Limited (Lakson Tobacco Company)**

**Jun 2011 – Dec 2011 Accountant {Internship}**

* **Prepare regular reports** and summaries of Accounting Activities
* **Reconciled** bank statements through **SAP**, cash accounts, accounts receivable and payable balances on a monthly basis. Prepared year-end schedules for audit
* **Supervising** and coordinating subordinates to ensure in smooth accounting.
* **Preparing payroll**, and enter data of **250** employees for salary payments
* **Balancing** Petty Cash on Daily basis
* **Examine** the Advances to Employees & recoveries thereof, ensuring in stipulated time
* **Streamlining** of Customers Detail by verifying from the bank.
* **Audit** All The Petty Cash & Present Report to The Top Management
* **Draft** cheques and fund transfer as requested by the managers
* **Card Charging** of Customers
* Promptly working on **Accounting** **ERP** **SAP (FICO)** and Internal Software **GLAD**.
* **Reported to (Finance Manager)**

**Education**

**Professional & Academic**

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| * **Certified Internal Auditor (CIA) Continue Institute of Internal Auditors (IIA)** * **Member –Institute of Public Accountants Australia (MIPA) 2016** * **Associate – Institute of Financial Accountants U.K (AFA) 2016** * **Certified –Institute of Financial Consultant Canada, US (CFC) 2014** * **Master of Commerce M.Com (Public Finance) 2012** * **Bachelors in Commerce (B.COM)**  **2009** |

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| **research projects**   * **SWOT Analysis and PEST Analysis** of Philip Morris International PMI (Pakistan)Limited(Formerly Lakson Tobacco Company) * **Ratio Analysis,** * **Financial Statement** Analysis   **Awards**   * Achieve **Performance Award** University of MARDAN, Pakistan   **Reference**   * Will Provide on Demand |
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