**FAWAD**

**E-mail:** **fawad-197666@2freemail.com**

PROFILE SUMMARY

Well qualified and self-motivated professional with extensive experience in the spheres of accounting, finance, payable receivable follow up, reconciliation, cash flow management, bookkeeping, MIS reporting, document control. Displayed competency in overseeing overdue accounts, document controlling, providing administrative support, handling multiple tasks, fulfilling organizational objectives and dealing with multicultural clientele. Consistently contributed to previous company in safeguarding finances by preparing accurate accounting reports, ensuring reliability and worthiness. Well-organized and innovative team player with excellent communication, analytical, problem solving, decision making, time management skills.

WORK EXPERIENCE

**Accountant Cum Document Controller (Aug-2015 to Present)**

 Dubai

**General Accounting**

* **Handling** books of accounts including books of transaction, cash, payroll, supplier-vendor ledger, stock, sales and purchase.
* **Managing** final account statements such as trial balance, Profit & Loss Account and balance-sheet.
* **Handling** collections of due account receivable and **arrange** on time payments to payable accounts including processing of invoice and expense forms.
* **Monitoring and maintaining** journal vouchers, cash and payment statement and stock reports of material.
* **Check** computations and accurately input codes to accounting system.
* **Preparing** various accounting reports as requested by superiors.
* **VAT** Return filling

**Document Control & Assistance to Manager**

* **Coordinating** with all departments of company to ensure all documents are kept in right place and in right department file archive.
* **Review** and **proofread** documents for consistency of format and system concerns. **Check** and **edit** documents with errors to maintain accuracy and correctness of documents.
* **Post** changes to computerized or manual control records and **maintain** related files.
* **Ensure** timely and accurate completion of document control tasks.
* **Preserve** proper records of incoming and outgoing correspondence, **file** documents and letters systematically and **keep** all assigned files up to date. **Manage**archival activities for controlled documents and validation files.
* **Work** alongside team to ensure consistency of document management process and use of data and document control procedures**. Implement**document control processes and tools.
* **Control**documentation produced internally/externally and**provides** system reports.
* **Coordinating** with manger in organizing and running operations, planning purchases and sales accordingly.
* Finding **Logistics** services for **Import & Export**operation of Company.

**Accountant (Feb-2014 toAug-2015)**

Dubai

* Handling all books of accounts.
* Responsible of all purchase, sales posting in system, maintaining cash flow reports, day to day transactions, petty cash handling.
* Coordinating with Japan company for purchase record (Auction bills).
* Coordination with all departments of company to ensure all documents are kept in right place and right department file archive.
* Dealing with banks for day to day transactions.

**Accounts Officer (July-2012 to Dec-2013)**

At **“DP WORLD, Lahore” Pakistan**

* Preparing invoices using oracle system.
* Collection payment against invoices from customer, managing collection to be depositing in bank.
* Preparing daily collection statement to report up to CFO.
* Dealing with petty cash, preparing monthly reports and reimbursements sheet.

QUALIFICATIONS

1. ***Masters:* M.Sc. (Accounting and Finance)** (CGP 3.61/4)

***Specialization:*** (Advanced Accounting, Cost Accounting, Financial Accounting & Finance)

 **2010-2012 Bahaudin Zakariya University, Multan**

1. ***Bachelors:* B.Com(Bachelors in Commerce)** (957/1500 Marks)

***Specialization:*** (Management, Accounting, Finance & Auditing)

 **2008-2010Superior Group of Colleges, Multan**.

***Intermediate:*** **D.Com(Diploma in Commerce)** (872/1200 Marks)

***Specialization*: (**Computer,Accounting, )

 **2006-2008 Punjab Board of Technical Education Lahore.**

SKILLS

* Fluent in: **English, Urdu**
* Possess good **Inter-Personnel, Leadership**and **Analytical skills**
* **Self-Motivated**and a **Team-Player**
* **Customer Services/Relations Skills.**
* **Communication** and **Interpersonal Skills**
* **Microsoft Office (**Mainly **Microsoft Word, Excel & PowerPoint)**
* **Can handle all type of accounting software.**

PERSONAL DETAILS

**Date of Birth:** 17/10/1989

**Marital Status:** Married

**Nationality:** Pakistani

**Visa Status:** Employment Visa

**Valid U.A.E Driving License**

REFERENCE

Will be furnished upon request.