|  |  |
| --- | --- |
|   | F:\dec13\New folder07\2.jpg |

**Gulfjobseeker.com CV No:** **1263690**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

(CAN JOIN IMMEDIATELY AFTER NOV, 2013)

# OBJECTIVE

 **To excel in the field of Accounts and Finance through sustained hard work and persistence. To achieve great heights by setting high standards and working towards it with a positive attitude. To contribute to and enhance the growth of my employer with my skills, knowledge and experience.**

# CORE STRENGTHS

**­­­­­­**

* **More than 10 years Experience(after MBA) of TRADING,SERVICE and MANUFACTURING sector.**
* **Skills for leading, managing and developing the finance team, Financial Accounting, Planning and Budgeting, Forecasting and Financial Management Reporting.**
* **Optimizing productivity of staff by re-locating the right type of person for the right job.**

# EDUCATION

**MBA (Finance)-2002** **Newports Institute of Communication and Economics,Karachi-Pakistan**

**MA(Econimics) Karachi University –PAKISTAN**

**B.Com Hailey College,Universty of the Punjab,Lahore**

**I. COM Ajk Inter Board Mirpur Azad Kashmir-PAKISTAN**

# WORK HISTORY-

**Al Jaber Coin Security- ABU DHABI (UAE)** Sept.2011 Till Date

**Accountant**

**Modern Cell Phones** Pvt. Limited,Rwp-(PAK) Feb.2007- Aug.2011
**Senior Accountant**

**Asif Public School Systems**-Rwp.(PAK) Jul. 2005- Jan. 2007

**Senior Accountant.**

**Matsa International** Pvt.Limited-Karachi Mar.2002 – Jun. 2005

**Accountant**

**Govt.Electricity Deptt**.Kotli,AJK-PAKISTAN Apr.1995 - Dec 2000

**Accounts Clerk**

# DUTIES & RESPONSIBLITIES IN DETAIL

# DUTIES & RESPONSIBILITIES

# DUTIES & RESPONSIBILITIES

**ACCOUNTANT (Sep.2011 to Till Date)**

**AL JABER COIN SECURITY,Abu Dhabi-UAE**

# Major Responsibilities:

* + -­
* **Accounting Jobs up to Finalization – Reporting to the Finance Manager.**
* **Responsible for all daily accounting transactions and general ledgers.**
* **Schedule for pre payments and accruals.**
* **Fixed asset management.**
* **Bank reconciliation and follow up.**
* **Petty Cash Management.**
* **Preparing journals and vouchers.**
* **Control and management of Accounts Receivables**
* **Management of A/c Payables i.e Bill booking and preparation of cheque for suppliers etc**
* **Prepare and follow up of aging reports.**
* **Payroll & Employee Account Reconciliation.**
* **Coordinating the daily work of accounts with other departments.**
* **Participate in the monthly management report preparation.**
* **File management and documentations.**

**SENIOR ACCOUNTANT (Feb.2007 to Aug.2011)**

**MODERN CELL PHONES PVT.LTD.–Rawalpindi,PAKISTAN**- A mobile phones trading company having outlets in Pakistan and also setups in Dubai,Hong Kong, London and China.

# MAJOR RESPONSIBILITIES:

-­

* **Reviewing and preparing Balance sheet, P & L, Cash flow, Sales Flash Report and other ad-hoc reports.**
* **Reviewing reconciliations of Bank statement, GL, AP and AR and taking corrective actions.**
* **Analyze revenue and expenditure trends and recommend appropriate budget levels.**
* **Supervision,Preparation and analysis of Financial statements.**
* **On monthly basis carried out variance analysis with respect to last month and budgeted figures.**
* **Maintaining/supervision all Suppliers ledger Accounts (e.g. Supervision & Preparation of Purchase Journal voucher, Cash voucher, Coding and Posting in Accounting Software).**
* **Managing the Accounts Payable by ensuring supplier’s payment on time & Tax deduction, supplier balance reconciliation, regular review of aging report and timely monthly closing of accounts payable.**
* **Managing Accounts Receivable by ensuring receipt on time by review and analysis of aging report.**
* **Maintaining the computerized record of Inventory stock.**
* **Liaison with banks and reconcile the bank accounts statement.**
* **Leading & Supervision of other Account officer’s work.**
* **Co-ordination & co-operation with Auditors, Purchase, Sale, Export, Admin and all other related Departments.**
* **Monitoring GP, NP percentage and managing working capital.**

# SYSTEM SKILLS

* **Proficient in using MS Office** : **Word, Excel, PowerPoint, Outlook Express etc.**
* **Accounting software used** : **Quickbook,Foxpro,Visualbasic Oracle financials.**
* **Accounting software practiced**: **Tally and Peachtree.**

# LANGUAGES

* **English, Urdu, Hindi** : **Fluent in Reading, Writing and speaking.**
* **Arabic**  : **Understand, speak and write.**