

**Whats app Mobile:+971504753686**

 **Gulfjobseeker.com CV No: 1563480**

E-mail: gulfjobseeker@gmail.com

**CAREER OBJECTIVE:**

To strive for excellence, to work in challenging environment that enhance my knowledge and prefer to innovative work, where I can perform my managerial skills, influencing my strong Caliber and efficiency for long term goals followed by Courteous and Professional manners.

**CORE COMPETENCIES:**

* Visionary Leadership
* Managerial Skills
* MIS Orientation
* Accounting Software’s (Quick Book / Tally / Oracle)
* Computer Software’s (MS Office – Full Access)
* Reporting & Documentation
* Auditing
* Payroll
* Team Player
* Budget / Sales Forecasting

**EDUCATION & CREDENTIALS:**

**Honor in Commerce, 2000**

Govt Commerce College, University of Peshawar,

**ICMA (Two Years), 1999**

Frontier Commerce College, University of Peshawar,

**Bachelor of Commerce, 1996**

Frontier Commerce College, University of Peshawar,

**Diploma in Commerce, 1994**

Khyber Commerce College, Board of Technical Education

**PROFESSIONAL QUALIFICATION:**

 **Systems Applications Products (HR)**

 Project to improve Financial Reporting & Auditing

**EXTRA ACTIVITIES:**

30-days Workshop attended, conducted by Audit and Accounts Training Institute (AATI) Deptt. Of Government of Pakistan based on Finance and Audit Reporting system.

18-days Workshop Conducted by Cecos Institute of I.T & Emerging Sciences on Computer Accounting System Development.

**CAREER HISTORY:**

**Accountant** (May 2014 – Till Date): **MANAR AL OMRAN (Scaffolding company)**

, UAE

• Daily reporting regarding all branches.

• Branches Reconciliation at the end of month.

• Daily Bank Deposits and Rejection Report.

• Bank Reconciliation at the end of month.

• Branches Income Statement.

• Deals all the aspects of filing system.

• Dealing Company stock purchases.

• Vendors Reconciliation.

• Final review on Payroll.

• Direct reporting to CFO.

**Finance Manager cum Administrator** (Jan 2011 – March 2014): **Hewad Dost Group**

Afghanistan

• Execute all the financial matters of UN projects i.e. NCS (Nordic camp supply) & BAGRAM.

• Financial updating through quick book and Excel.

• Reconciles bank accounts on a monthly basis.

• Maintenance of Cash Book and Profit & Loss A/C.

• Preparing monthly payroll in coordination with the Human Resources Unit.

• Deals all the aspects of filing system.

• Collaborates with all regional managers in Afghanistan.

• Format generation as per finance accessibility.

• Reporting to CEO.

• Reconcile the Financial reports for final settlement.

• Invoicing in “WAWF” format operated by US government.

• Evaluation of snapshots reveal by GDMS.

**HR Manager cum Payroll Officer** (April 2010 – Dec 2010): **Shams Group International**

Afghanistan

• Recruitment & Selection of applicants.

• Resource Budgeting, Motivation, Training & Development.

• Updating of Employees Filing system.

• Collaborate with all the departments.

• Preparing monthly payroll & elucidate a reporting system.

**Senior Medical Representative** (Dec 2005 - Feb 2010): **Novartis Pharmaceutical**

, Pakistan

• Visiting of listed customers.

• Result oriented sales performance.

• Analysis and planning of sales review.

• Reporting to Regional Manager.

**Jamali Corporation** (March 2001 – Oct 2005): **Finance Manager cum Administrator**

Pakistan

**Accounting and Finance:**

o Develop the overall system of an organization.

o Implementing strategies for handling pharmaceutical goods and services.

o Compliance rules with Ministry of Health and safety,

o Establishing policies, guidelines and procedures for the Finance department.

o Review the financial reports and provide suggestions to the management for taking any type of corrective action.

o Prepare end of month journal entries for prepaid expense, accrual and corrective entries for the past errors.

o Supervise monthly financial closing of account payable, account receivable sections and make sure that all transactions are recorded in the system.

**Planning:**

o Participate in the yearly financial planning session.

o Assist supervisor in preparation of the yearly plan in line with the plans of other sections.

o Draft the plan implementation strategy and monitor progress of its implementation

o Report progress about implementation of the plan

**Coordination:**

o Closely coordinate with marketing department and obtain information about revenues for the cash flow and budgeting purpose.

o Coordinate with the procurement department and obtain information about expenditure for the budgeting and cash flow purposes.

o Communicate and coordinate with other departments regarding financial reports and feedback regarding financial reports.

**Internee** (June 1998 – Aug 1998): **Anwar Jawed & Co. (Chartered Accountant Firm)**

Pakistan

• Conducting Audits of books of accounts of different companies.

• Compliance of law with the IAS and GAAP.

• Examination of supporting documents and evidences.

• Submitting an Audit report to the company’s top level management and revenue department of Pakistan.

**COMMUNICATION SKILLS:**

* English URDU
* Pashto HINDI
* Arabic (basic)

**PERSONAL INFORMATION:**

Gender: Male

DOB: 21 June, 1976

Marital status: Married