

**Shabbir**

[**Shabbir.375313@2freemail.com**](mailto:Shabbir.375313@2freemail.com)

Accountant

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| Educational **ACCA – Finalist (Professional Level) 2012 – UK** | |
| Qualifications **Bachelors of Commerce – Islamia University of Bahawalpur , Pakistan 2009** | |
|  | **H.S.C (Science-Pre Engineering), Board of Intermediate & Secondary Education Bahawalpur, 2004** |

**Objective**

To obtain a position in your esteemed organization that would help to utilize my progressive experience and skills acquired in the field of accountancy.

**PROFESSIONAL EXPERIENCE**

**NETAQ-E-SOLUTIONS, ABU DHABI UAE DEC 2014 TO June 2017**

**Accountant**

**Key Responsibilities**

* Preparation of Income statement, Balance Sheet & Cash flow statement.
* Enter journal entries of the Financial Transactions in to accounting system
* Prepare Financial Quotation, Purchase Order, & Invoice.
* Handle Petty Cash
* Prepare Bank Reconciliation Statement on monthly basis.
* Coordinate with banks for corporate financing purpose.
* Handle online transfer of funds
* Prepare Customer aging report & ensure on time payment from client
* Reconciliation of Customer A/C with S.O.A from clients
* Ensure payment from client match to the Invoice, L.P.O & Quotation
* Collection of cheques from Customers & deposit into bank
* Generate Receipt voucher against payment received from customer.
* Handle Account Payable
* Prepare Supplier Aging Report & ensure on time payment to supplier
* Reconciliation between supplier A/C & S.O.A from suppliers
* Release Cheque to the supplier

**PASARI INTERNATIONAL, LAHORE OCT 2009 TO MAR 2012**

**Accountant**

**Key Responsibilities:**

* Prepare Quotation, Purchase Order and Invoice.
* Prepare Receipt Voucher & Payment vouchers
* Entry of Financial transactions into accounting systems i.e. Focus RT & Microsoft Excel
* Properly manage General Journal, General Ledger & Trial balance.
* Preparation of monthly & yearly Income Statement, cash flow statement and Balance Sheet.
* Handle Account Receivable and reconcile debtor A/C with Customer’s Statement of Accounts.
* Follow up outstanding payments and ensure recovery of unsettled invoices on time.
* Manage Account Payable & match creditor A/C with statement of accounts (SOA) from suppliers.
* Prepare Bank Reconciliation Statement
* Keep proper records of assets by preparing asset register.

**CORE COMPETENCIES**

* Able to prepare regulatory & legal statement regarding corporate finance
* Can prepare quarterly & annual reports
* Investors relations associate
* Take part in regulatory audit
* Able to work with other departments to create proper documentations
* Experienced in complex financial research task

**PERSONAL DETAILS**

Marital Status: Married

Date of Birth: 7/01/1987

Nationality: Pakistani

Religion: Muslim

Visa Status: Visit (expire March 07,2018)