

**Professional Digest**

Dynamic and proactive finance graduate with decade of professional experience in manufacturing as well as service environment. A valued business partner with collaborative approach who is effective at engaging people across organizational and working through teams to achieve organizational goals. Persuasive & influential with strong presentation & communication skills. Deft in designing and implementation of systems/procedures with the ability to achieve financial discipline, and enhance the overall efficiency of the organization. Proficient in the finance and accounting policies, procedures, and taxation laws. Capable of handling finance issues and resolve problems. Proven ability to manage multiple assignments efficiently while meeting tight deadline schedules. Demonstrated success in streamlining of the existing operations, envisioning new concepts and future trends.

- Taxation (VAT/GST)
- Financial Statements & Reporting
- Budgeting & Forecasting
- AR/AP Management
- Cost Control
- Asset Management

Professional Records**Freelance Accountant/Bookkeeper****Feb 2020 to Current***Various Companies*

- Assisted in developing new chart of accounts and classes to increase functionality
- Resolving accounting discrepancies
- Prepared all month end journal entries and schedules
- Reconciled all Bank & Credit card accounts
- Prepared month end binders
- Prepared and analysed P&L and BS
- Introduced accrual basis of accounting to Company
- Smoothly transfer to Quickbooks & XERO from other Accounting Software

Accountant General**July 2017 to May 2018***Al Ghurair Trading Group of Companies, Dubai, UAE*

Al Ghurair Trading Group is a diversified family-owned conglomerate with interests in manufacturing, LPG & Industrial Gas distribution, real estate, business consultancy/engineering services etc and expanding global presence.

Responsibilities include, but are not limited to;

- Review all petty cash reimbursements for proper documentation and to ensure adherence to petty cash policies and procedures.
- Compile and analyse financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions
- Ensure proper closing of period end activities- accruals, prepayments, adjustments and other recons
- Well-timed preparation of Financial Statements in accordance to IFRS & quantifying variances
- Payroll, EOSB provision, Final settlements
- Analyzes business operations to project future revenues and expenses
- Applied procedural framework & system controls by establishing chart of accounts & defining policies
- Maintaining and organizing Task Order and Contract of clients.
- Monthly Accruals & Deferrals
- Prepares journal entries and inter-company transactions.

Accountant General**Sep 2013 to Jun 2017***Badi Design L.L.C., UAQ, UAE*

- Overall supervision of company's accounting functions including financial & management reporting.
- Lead a team of Accountants/Operational staff and reports to General Manager (Accounts)
- Ensured proper closing of period end activities - accruals, prepayments, adjustments and other recons
- Establishing chart of accounts, defining accounting policies and procedures.
- Supervised treasury; Cash flow management, banking transfers/transactions & petty cash matters
- To check and ensure bank statement reconciliation with accounting system
- Prepared cash flow report for CEO and General Manager for managing working capital.
- Supervised correct treatments of daily accounting transactions for AP, AR, FA & GL.
- Controlling debtors/creditors, aging analysis and reporting to the management
- Issued cheques for all accounts due after proper verification & approvals.
- Production and raw material procurement planning

- Allocation of Project Cost and revenue ensuring accurate reporting.
- Review and check the progress of the project and sub-contractor progress as well
- Evaluating UAE VAT regulations to prepare SOP for VAT implementation in the company
- Ensure accurate processing of payroll and related activities (EOSB provision, final settlements etc.)
- Coordinated with insurance companies for health insurance, vehicles & building insurance related activities
- Liaising with auditors (internal & external) to ensure that annual audit is carried out.
- Responsible for final negotiations in obtaining better price and payment terms for materials, equipment and accessories related to all approved projects in conjunction with materials and production manager.
- Maintain sufficient stock level, reorder level and Guide stock taking team proper handling the stock.
- To carry out other tasks and assignments assigned by the management based on the requirements of the organization from time to time.

Achievements

- Extensively participated in maintaining a documented system of accounting policies, SOPs and internal control policies to establish guidelines, authorization and responsibilities in the organization
- Participated in office automation and integration, replaced and eliminated time-consuming manual process, consolidating accounting of the company, and dramatically increasing reporting capabilities that in turn helped to save time, cost, and manpower to optimize business performance
- Successfully Implemented Tally ERP 9 from FOCUS Accounting Software

Asst. Manager Finance

Sep 2007 to July 2013

3W Systems (Pvt) Ltd Rawalpindi, Pakistan

- Well-timed preparation of Financial Statements in accordance to accounting standards.
- Prepared Sales & Purchase Registers as per requirement of Sales Tax Act
- To ensure the Tax applied on invoices according to SRO
- Assure proper accounting treatment and tax rates for all direct (Income Tax/ Advance tax) and indirect taxes (GST/ FED Etc)
- E-filing of monthly/annual sales tax return & its compliance up to refund claims.
- Dealt with Tax Authorities (FBR, Excise etc.) & Lawyers to resolve appeals/pending cases, acquiring approvals, opinions and exemptions on behalf of the company
- Reconciliation of ledgers related to Income Tax, Sales Tax (GST/VAT) and Federal Excise Duty (FED).
- Performed costing and pricing of new purchase orders or quotations
- Prepared production budgets in liaison with marketing and operation managers for sale orders, quantity of raw material to be consumed, funds required, expected profit or loss etc and then their comparison with actual results
- Ensured and managed that all the receivable invoices have been communicated to the clients.
- Reconciled the "Sales" data with the GL balance.
- Ensured and managed the collection from the customers on provided Credit terms.
- Prepared monthly sales analysis pack comprises of collection details, commission for sales agents, and monthly receivables paid off by customer and the tax deduction there on.
- Suppliers monitoring- ensuring all postings, PO creation and payments are made after due verification
- Responsible for Cash Flow Preparation/Management
- Expert in the application of strategic financial management and experience in maximizing resource utilization
- Ensured accurate processing of payroll and related activities
- Complete audit preparation and coordinate to ensure a complete audit trail
- Managed contract renewal and negotiations for all office supplies
- To liaison with Board of Directors for organizing Board of Management Meetings, including preparation of meeting agenda, venue, date and timing and participants of the meeting
- To prepare and circulate minutes of meetings of the Board of Management
- To follow policy directives, guidelines, quality system procedures and other instructions of the Board of Directors

Accounts and Admin Assistant

Feb 2005 to Jun 2007

Airport Limousine Services Islamabad, Pakistan (ALS Engaged in Pick/Drop of Cockpit & Cabin Crew of PIA)

- Day to day accounts operations with regard to financial Accounting include Accounts Receivable, General Ledger, Accounts payable, Inventory, Cash Flow projections, Revenue Accounting, credit and corrections to contribute to overall financial and performance results.
- Reported to Operational Manager
- Maintained daily, weekly and Monthly Transaction Reports (Cash, Bank, Customers, Suppliers, Expenses)
- Preparation & processing of payroll
- Issuance of Monthly Invoices & timely Collection of bills from PIA (Pakistan International Airline)
- Monthly calculation of fuel adjustment to prepare invoices for services provided to PIA
- Clearing payment of ALS bills (Fuel Bills, Maintenance Bills, etc)
- Payment & Calculation of staff payroll

Education History

- **MBA-Finance** (2008) Mohammad Ali Jinnah University, Islamabad, Pakistan
- **B. Com** (2004) University of the Punjab, Lahore, Pakistan

Other Skills/Trainings/Seminars/Language

- Proficient in Ms-Office (Word, Excel / Spread sheet, Outlook & Power point)
- Apt command on **QuickBooks, Tally ERP, Focus & Peachtree software**
- Tally ERP on job training (2015)
- Participated as exhibitor in 15th HVAC conference 2008 Lahore on behalf of 3W Group
- **Languages:** English, Urdu, Hindi, Punjabi