

# CV#40000590

(ACCA Member)



## OBJECTIVE

To make positive contribution as part of your dynamic and well reputed organization in a position where my abilities, experience, decision making and communication skills will be appreciated and enhanced. Have always aimed at striving for career development through professionalism, commitment, dedication, integrity and excellence. I am qualified professional seeking an appropriate position in Accounts/Finance to amalgamate skills into a synergy of change, growth and profit.

## PROFILE AND CORE COMPETENCIES

- One year experience in Accounts, finance and Auditing.
- Administered everyday operations for managing accounts according to company procedures.
- Assisted accounts manager and worked with external auditors to prepare financial reports.
- Evaluated account payable and resolved issues with suppliers.
- Developed financial policies and procedures and ensured effective implementation.
- Supervised and evaluated work of departmental staff.
- Strong knowledge of Finance, Audit, Management and Taxation.
- Ambitious, hardworking, energetic and well disciplined.
- Know how to meet deadlines and handle responsibilities without compromising quality.
- Positive thinking, self-motivated, flexible and soft spoken.
- Ability to analyze Accounts & Financial Statement.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

## EXPERIENCE SUMMARY

Al Wazzan Foodstuffs Factory, Kitco Sharjah as **Accountant**.

Matracon Pakistan Limited as **Account Assistant**.

Horwath Hussain Chaudhary and company as Trainee.

## EXPERIENCE DETAIL

**Accountant**, Al Wazzan Foodstuffs Factory, KITCO-Sharjah (June 2014-till present)

### Key Responsibilities:

- Intercompany Account Reconciliation
- Preparing Bank Reconciliation Statement
- Maintaining Cash & Bank accounts
- Customer Account Reconciliation & Adjustment
- Debtor Aged Analysis
- Preparing Customer Collection Report
- Bank Receipt & payment account to check and Adjustment
- Checking & Approval of Cash Vouchers till the end of Month
- Provision Entry of expenses for Monthly P&L A/c Finalization
- Vendor Account Reconciliation & Adjustment

Account Assistant, Matracon Pakistan Limited – Pakistan (January 2013 – December 2013)

### Key Responsibilities:

#### Accounting & Transaction Settlement

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Preparing balance sheet, profit and loss statement, and other reports.
- Scrutinize Trial Balance / General Ledger entries
- Reconciles financial discrepancies by collecting and analyzing account information.
- Making general entries for individual transactions.

- Ensure payments to suppliers
- Perform Fixed Assets Accounting and Posting
- Handle salary transfer formalities
- Prepare and check Payroll
- Full and Final Settlement workings of employees
- Prepares payments by verifying documentation, and requesting disbursements.

**Trainee (Accounts and Audit) Horwath Hussain Chaudhary and Company (July 2009 – June 2012)**

**Key Responsibilities:**

- Production of monthly, quarterly and yearly financial statements including Balance sheet, Income statements and cash flow statements on behalf of clients.
- Filing of Income tax, Sales tax and wealth statements and lodging applications for Issuance of National Tax Number (NTN) from Federal Board of Revenue (FBR) on behalf of clients;
- Responsible for the Preparation of accounting records, reporting both internal and external. Filing of periodic returns of the company like Form A and Form 29.

**COMPUTER PROFICIENCY**

