**Projects**

\*\* Business plan

\*\* Analysis on Financial Ratio for a leading company.

**IT & Computer Literature**

* Window & OS
* MS Office Proficiency
* Email & Internet
* Web Development

**Training & Development**

\*\*Attended seminar for “VAT**Treatment and Registration for Consumer Businesses in Ajman Saray Hotel**”

\*\* Attended Seminar for “VAT Implementation ERP Software @ NUF Chartered Accountant “

**Languages**

English 

Arabic   

Urdu 

**Personal Information**

|  |  |
| --- | --- |
| Date of Birth | 14-08-1990 |
| Sex | Male |
| Marital Status | Single |
| Nationality | Pakistani |
| Driving License | Valid UAE |

**Declaration**

I hereby assure that the above information furnished by me is true & correct to the best of my knowledge. I hope that the above mentioned particulars will meet your requirements and if given a chance to prove myself, I assure you that I will do the best to fulfill company’s adjectives.

**References**

References would be provided on request/demand.

1. **Financial Manager – Noor Al Baheya Electromechanical Works LLC**
* Formulation and execution of Finance policies and Internal Control System.
* Preparation of Financial Reports. Trial Balance, Profit and Loss Account, Balance Sheet and Cash Flow Statement.
* Supplier Monthly Reconciliation and processing the payments as per the credit terms.
* Project Costing for different projects.
* Ensure accuracy of information contained in financial reports & their compliance with statutory requirements.
* Formulation of Finance MIS, periodic compilation and review of MIS.
* Preparation & Monitoring of Budgets.
* Managing Cash flows, Fund & working Capital Management.
* Project Costing, Cost Control and providing information for pricing.
* Bank Negotiations,
* Fixed Assets Management
* Controlling Organizational Resources such as Funds, Facilities.
* Analysis of Reports against Budgets and reporting major variances.
* Overall responsibility of the department.
1. **Accounts Officer – Saad Oriental Carpets**
* Closely monitoring and verifying accounts on daily basis.
* Manage Account payable & Receivable in efficient manners.
* Responsible for verification of all vouchers with supporting documents.
* Assist the Financial Controller with the day-to-day requirements / needs.
* Verify that all invoices are supported by duly approved purchase orders when required, signed receiving
* Documentation and approval of authorized management.
* Monthly preparation of Cash and Bank reconciliation.
1. **Accounts Officer – Ad Sun Company**
* Perform accounting and clerical functions to support supervisors.
* Research, track, and resolve accounting problems.
* Compile and sort invoices and checks.
* Issue checks for accounts payable.
* Place checks in envelopes and mail out.
* Record business transactions and key daily worksheets to the general ledger system.

**Proven** **Job Roles**

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