

UMAR FAROOQ

DIPLOMA IN COMMERCE–PUNJAB BOARD OF TECHNICAL EDUCATION PAKISTAN
ACCOUNT & FINANCIAL PROFESSIONAL WITH PLENTY OF EXPERIENCE



Address: Dubai, UAE.
Visa Status.: Visit Visa
Mobile No: 056 2821805
Email: umar881975@gmail.com
Languages: English, Urdu, Hindi, and Punjabi
Nationality: Pakistani
Availability: Immediately

PROFILE

I am Hardworking, reliable, and enthusiastic professional with plenty of **working experience**, combining broad exposure in all aspects of Accounts. I hold the Diploma in Commerce (**D. Com**) and pursuing the internal esteemed qualification of **PUNJAB TECHNICAL BOARD OF EDUCATION LAHORE PAKISTAN**. I also hold training certificates for **Tally ERP9 and MS Office Tools** and other computer applications.

KEY COMPETENCIES AND SKILLS

- Assist to prepare Financial Statements
- General Ledger
- Account Receivables
- Account Payables
- Reconciliation of Accounts
- Good Communication & Presentation Skills

PROFESSIONAL EXPERIENCE

AL QAMAR AL SATEH AUTO SPARE PARTS TR CO LLC (HEAD OFFICE) AL AIN, UAE JUL 2016 TO SEP 2020

Accountant General:

- Assist to prepare of Financial Statements monthly, quarterly and annually
- Handling of accounts payable, receivable & general ledger as per GAAP and company policy
- Bank Reconciliation Statements & Inter-company reconciliations
- Assist to prepare and submit VAT returns
- Prepare monthly payroll, adjust employee advances and other deductions
- Bookkeeping & Verification of Vouchers
- Coordinating work allocation amongst other staff by providing guidance to handle day to day work
- Liaison with auditors and lawyers
- Renewals of company's licenses
- Filing of vouchers and other important documents on daily basis

HOME DEVELOPER'S SAHIWAL PAKISTAN

SEP 2005 TO NOV 2015

Accounts Officer:

- Preparation of accounts up to finalization
- Handling of accounts payable & receivable
- Follow up the recovery of installments of plots via telephone, email
- Preparation of bank reconciliation on monthly basis

- Preparation of Management Expenses detail for management
- Filing of vouchers and other important documents on daily basis
- Prepare documents such as lease and rental agreements
- Prepare transfers and registration letter for clients

S. J INDUSTRIES PVT. LIMITED – PAKISTAN

FEB 1998 TO JULY 2005

Accountant Cum-Store Keeper:

- Processing of supplier and customer invoices on daily basis
- Preparation of bank reconciliation and expenses statements.
- Responsible for the Management of petty cash.
- Passing adjustment various vouchers (Prepaid, Accruals, Depreciation Adjustment, etc.)
- Preparation of vendors and customers reconciliations.
- Prepare payment on time through cheques, telex transfers and demand draft
- Booking of cash deposit, inward remittance and issue receipt accordingly
- Store and release of office supplies or equipments
- Compile the records of the supplies
- Checking the supplies or equipment time to time
- Counts, weighs, and measures goods received or issued
- Maintains catalogs of available stock items
- Checking possible damages or scratches and inform to concern department accordingly

PROFESSIONAL QUALIFICATIONS

D.com	1994 Punjab Board of Technical Education Lahore Pakistan
Matriculation	1992 Board of Intermediate and Secondary Education Multan – Pakistan

PROFESSIONAL TRAININGS:

Training on Tally ERP9	CBF College Lahore, Pakistan
Training on "MS Office"	CBF College Lahore, Pakistan

REFERENCE

Reference will be furnished on demand.