

# 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  
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**Email:** [umar881975@gmail.com](mailto: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.**