DANYAL ALI ASGHAR

CONTACT

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SKILLS

Time Management

Problem Solving

Microsoft Office Applications

Browsing Internet For Academic And

Personal Knowledge

Communication Skills

Team Player

Microsoft PowerBi (Basic-Intermediate)

Jamovi (Basic)

R-Programming (Basic)

Weka Software (Basic)

SAP (Intermediate)

Tally ERP9 & Tally Prime (Basic-Intermediate)

QuickBooks (Intermediate)

Microsoft Dynamics Navision NAV W1 2009 (Classic Client) (Basic)

LANGUAGES

English: Proficient

Hindi: Proficient, Native Language

Arabic: Basic - Intermediate (Reading and Writing)

Urdu: Proficient, Native Language

PROFESSIONAL SUMMARY

Find a suitable position with a reputable company where one can develop, improve, and grow his skills and abilities in the field of Accounts, Finance and Financial Analytics.

WORK EXPERIENCE

Sub-Coordinator (Finance And Operations)

Bahri And Mazroei Technical Systems (BMTS) LLC   20 March 2023 – Present

Entering staff overtime details in Excel

Printing and scanning of invoices, acknowledgements and statement of discharge

Entering item wise details in Excel

Entering invoice details in Onbase

Preparing PSR reports, Delivery Matrices and SOAs using SAP

Entering invoice details in the Log Sheet (i.e. Excel file)

Entering invoice details in Smartsheet (online)

Preparation of payment certificates

Preparation of operations & maintenance (O&M) manuals

Coordinating with drivers for transportation of materials and workers to/from sites

Applying for advance tax invoices using OnBase

Filling Excel template for different products for part number creation

Assisting colleagues in sending PSR Report and Billing Due List extracted from SAP in Excel format

Preparing proforma invoices using SAP

Preparing lump-sum invoices using SAP

Clearing Billing Due List using SAP and Excel data

Preparing a revenue plan report (excel file of both monthly and actual data), where I copy data from PowerBi and paste to excel, and also use SAP for other parts of the excel

Preparing Stock and AR Reversal Plan in excel using the data given by the manager and the collection team

Accounting and Tax Intern   21 Feb 2022 – 11 Feb 2023
Premier Brains Accounting & Auditing

Posting entries in QuickBooks

Bank and credit card reconciliations in QuickBooks and Excel

VAT and/or invoice verifications

Making and proofreading blogs, newsletters and video transcripts

Preparing proposals and engagement letters for clients with regards to different types of services

Providing support documents to internal auditors

Accountant and Auditor (Internship)   26 Sep 2021 – 27 Dec 2021
A E Y Accounting LLC, Dubai, United Arab Emirates

Post invoices using Tally Prime

Auditing and Vouching of transactions using sales and purchase invoices, bank statements (this included usage of Tally Prime and Excel)

Noting invoices in Tax Invoice Book

General and HR Accountant (Internship)   11 Jul 2021 – 31 Aug 2021
Al Khaja Group, Dubai, United Arab Emirates

Verify items billed against items received followed up with vendors to reconcile variances

Reconcile all invoices and credits including vendors credit cards and expense accounts

Post vendor related vouchers in their respective accounts

Post invoices using Microsoft Dynamics Navision

Perform Job profiling of prospective candidates for recruitment (in various positions) for HR

Calculate pending / extra salary (tips) for End of Service Contracts, Resignation and Terminated employees

Update of Staff Attendance for key outlets

Manage Customer Complaints and Salary Disputes

EDUCATION

Doctorate in Business Administration Mar 2024 – Feb 2026
Swiss Montreux Business School (Via King's Business School, Sharjah)

Master's in Business Administration Mar 2022 – Jan 2024
Manipal Academy of Higher Education – Dubai, United Arab Emirates
Specializations: 3rd Semester = Finance; 4th Semester = Business Analytics
(Softwares Taught In Business Analytics = R, PowerBi, Jamovi, Weka)

Bachelor of Commerce (B.Com.) Professional With ACCA Sep 2018 – Jun 2021
Manipal Academy of Higher Education – Dubai, United Arab Emirates

ACCA Papers Passed: SBR (June 2019) and SBL (December 2019)

Central Board of Secondary Education (Commerce with Entrepreneurship)
April 2004 – March 2018
Our Own English High School (Boys) – Sharjah, United Arab Emirates