

# Babar Ali

## Accountant/Junior Accountant

With 6 Year Dubai Experience, Living in Dubai UAE

**Visa Status:** My Own Employment Visa / Can Transfer as well

**Availability:** Can Join immediately without notice period

## CAREER OBJECTIVE

To associate myself with an organization, which recognizes my skill set and gives me a chance to update my knowledge and be a part of the team that excel in work towards the growth of the organization and mine.

## Work Experience

### Right Target Management Services Dubai UAE

**Accountant:** April 2023 - December 2023

- Maintain the ledger of Debtors and Creditors.
- Prepare and sending invoices to Clients.
- Maintaining accurate financial records including ledger entries and cash receipts.
- Managing payments to supplies, vendor and services providers.
- Preparing and submitting expenses report of company.
- Handling bank related activities like Deposits, withdrawals and Reconciles accounts.
- Complete and submitting of tax return.
- Maintain accurate and up-to-date financial records by recording transactions and updating ledgers.

### Vivo Mobile Pakistan (A Chines Multinational Company)

**Accounts Receivable & Payable:** March 2021 - March 2023

- Maintain & Reconcile the ledger of Accounts receivable & Payable.
- Prepare, issue and Reconcile invoices of company.
- issue payments of suppliers and services providers.
- Reconcile bank statements every month.
- Prepare & Reconcile bank statements.
- Reconcile the accounts payable & receivable.
- Establish & maintain cash controls.
- Establish, maintain & reconcile the general ledger.
- Audit of cash sheet daily basis.
- Posting of Sales and Purchase.
- Auditing financial information.
- Audit of cash sheet on daily basis
- Audit of employee payroll monthly basis.

### Valtrans Transportation Services Dubai UAE

**Accountant:** Aug 2017 - Sep 2019

- Posting of company sales on a database system.
- Posting of company purchased and also reconcile the bills.
- Proper followup of payments from buyers.
- Prepare and issue cheques to suppliers.
- Preparation of documents and properly filing.
- All banks related work like apply for cheque books and other documents required to company.
- Maintain accurate and up-to-date financial records.
- Provide support to Audit team for audit purpose

### Nahal Khan Bus Transport & Rent A Car Dubai UAE

**Accounts Executive:** May 2014 - July 2017

- Maintain the accounts of debtors & creditors
- Prepare the invoices.
- Dealing with customers for inquiries.
- Preparation and review of payroll of employees.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.



## Contact

 Babar9070@gmail.com

 +971 56 7628053

 Al Muraqqabat, Deira Dubai

## Education

MBA Finance 2007 - 2009

Master of Business Administration

Mohi ud Din Islamic University Pakistan

B.Com 2005 - 2007

Bachelor of Commerce

FSC. 2003 - 2005

Mathematics and Science

IT Skills

Ms Office, Outlook, Oracle ERP)

## Skills

- Analytical skills
- Problem solving
- Time management
- Data analysis
- Financial analysis
- Book keeping

## Language

English

Urdu

Hindi

## References

available upon request