



ACADEMICS

ACCA - Applied Skill Stage
Attending F4 Corporate & Bus. Law.
Passed: BT, MA & FA in 2022.
B.Com - Bachelor of Commerce
Passed in 2007
University of Karachi
HSC - Pre Engineering
Passed in 2004
Board of Intermediate Education
SD Govt. College Karachi
SSC - Pre Medical Science
Passed in 2001
Board of Secondary Education
Hamid Ali Jaffrey Sec. School

CERTIFICATIONS

Microsoft Office Certification
QuickBooks Online Certified
Xero Advisor Certified
Xero Payroll Certified
Network & Hardware Certification
Academic & Appreciation Certification

EXPERTISE

Oracle Enterprises Business Suit
Oracle 11g Enterprises Res. Planning
Quick Book Intuit (Desktop)
Quick Book Online Cloud
Xero Online Cloud
Microsoft Excel (Proficient)
Microsoft Access with Queries
Synergies Mergers & Acquisitions
Outlook Express & Email
English Language (Proficient)
Bookkeeping

TECHNICAL SKILLS

Strong written & oral communication
Analytical & problem solving
IFRS with set best practices
Time management

WORK EXPERIENCE

Metier Private Limited -- Brookes Pharmaceuticals Industries
Senior Accounts Officer Oct, 2020 – Oct, 2021

- Supporting in making of financial statements
- Working on profit & loss, balance sheet and retain earning
- Functioning on long term liabilities, repayments & postings
- Schedule of mortgage & lease payment for loan & assets
- Scheduling of prepaid insurance, recording & expense posting
- Depreciation & Accumulations postings
- Registered of fixed assets, capitalization & posting updating
- Vendor management, payments by aging, produce liabilities
- Notes issuance and reconciling document arrangement
- Bank reconciliations statements & bank ledger posting entries
- Bank correspondence & assisting to chief accountant

Al Sayer Retail Company LLC, Dubai, United Arab Emirates

Accounts Assistant Jul, 2012 – Feb, 2020

- Bank reconciliations, monthly closing entries, adjusting entries
- Customer & vendor management, aging reports, follow ups
- Recording of depreciation expense, accumulations postings
- Cash on hand working, ledger updating various flow statements
- Distribution of cash salaries, recording and postings by payroll
- Journal voucher entries, adjustments, working on closing
- Handling supplier & customers, Follow-up payments
- Correspondence with different banks at time

Hi Tec Lubricant Venture of Mas Group (ZIC Engine Motor Oil)

Accounts Officer Sep, 2010 – May, 2011

- Cash payments, bank payments & journal vouchers posting
- Prepares payments by verifying documentations
- Bank books and cash book reconciliation with bank statements
- Consumption, Issuance reporting, stock auditing at warehouse
- Petty cash management by imprest cash system
- Updating receivable, payable, bank and cash ledgers in system

Feroz Aziz & Audit Firm (Chartered Accountant Firm)

Audit/Accounts Trainee June, 2009 – Sep, 2010

- Inventory valuation, stock audit and intake reporting
- Working on trial balance, adjusting entries posting
- Checking & verification of bills/invoice/Tax docs by GRNs, received notes, purchases order, quotations, purchase deeds, delivery note other bill slips and receipts etc.
- Petty cash payments, posting in ERP systems, spread sheet for cash payments, cash salaries distribution and cash safe keeping