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| |  |  |  | | --- | --- | --- | | Profile **M.COM** qualified candidate with experience of over SIX years, I am eager to achieve excellence in the field of Finance & Accounts by working in a dynamic organization. While being a part of the organization I have performed a variety of professional duties involved in preparing, maintaining, verifying, and reconciling financial transactions, statements, records, and reports. Further to this, possess experience in Tally, QuickBooks, and other accounts packages. Specialty gained into UAE's new VAT registration and documentation system. Contact **PHONE: WHATSAAP**  +971 55 718 7739  **SKYPE:** rohail183  **EMAIL:**  [rohailkhan623@gmail.com](mailto:rohailkhan623@gmail.com) personel info **NATIONALITY:** PAKISTANI  **PASSPORT NO:** CD2850312  **DATE OF BIRTH:** 02.FEB.1992  **MARITAL STATUS:** SINGLE ADVANCED EXPERT **ACCOUNTING SOFTWARE**  **COMPUTER AND INTERNET**  **ADVANCE EXCEL** |  | Rohail usman AccountantMaster of commerceAWKUM PAKISTAN SEPTEMBER 2013 – SEPTEMBER 2014. MAJOR SUBJECTS FINANCIAL ACCOUNTING  COST ACCOUNTING  AUDITING  FINANCIAL MANAGEMENT  STATISTICS WORKING EXPERIENCE [FOUR YEARS]aCCOUNTANTSHARJAH GOLF SHOOTING CLUB FEBUARY 2016–FEBUARY 2020   * Maintaining accounts • Cash Book, Journal, Ledger • Trial balance. * Handling & banking operations. * Post receipts, cheques, and transfers on daily basis. * Provide petty cash clearance to the finance department. * Maintain the record of all documents related to procurement and administration. * Finalization and Disbursement of payroll on a timely basis. * Verify, allocate post and reconcile financial transactions. * Performing monthly and weekly basis bank reconciliations. * Oversee accounts payable and receivable. * Prepare bills, invoices, and bank deposits. * Performing monthly and weekly basis bank reconciliations. * Reconcile account payable transactions. * Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted. * Prepare monthly and quarterly management reporting. * Manage the company's financial accounting, monitoring, and reporting systems. * Settlement for staff Medical, Vehicle Insurance. * Verify discrepancies by and resolve clients' billing issues. * Provided supporting documents for audits. * Prepare monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow Statement. * Administer the inventory of the regional and field offices. * Having a good command of the proper filing system. * Maintaining Files & Office Records. | |  | job title: teller Rohail usman  **general Accountant**  **EDUCATION**  **MASTER OF COMMERCE, [AWKUM UNIVERSITY PAKISTAN]**  SEPTEMBER 2013 – SEPTEMBER 2014.  **MAJOR SUBJECTS**  FINANCIAL ACCOUNTING  COST ACCOUNTING  AUDITING  FINANCIAL MANAGEMENT  STATISTICS  **WORKING EXPERIENCE [FOUR YEARS]**  **ASSISTANT aCCOUNTANT**  **SHARJAH GOLF SHOOTING CLUB**  FEBUARY 2016–FEBUARY 2020  **general aCCOUNTANT Cum (PRO)**  **ABSOLUTE CONCEPT RESTAURANT LLC**  JANUARY 2021–PRESENT   * Maintaining accounts • Cash Book, Journal, Ledger • Trial balance. * Handling & banking operations. * Post receipts, cheques, and transfers on daily basis. * Provide petty cash clearance to the finance department. * Maintain the record of all documents related to procurement and administration. * Finalization and Disbursement of payroll on a timely basis. * Verify, allocate post and reconcile financial transactions. * Performing monthly and weekly basis bank reconciliations. * Oversee accounts payable and receivable. * Reconcile account payable transactions. * Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted. * Prepare monthly and quarterly management reporting. * Manage the company's financial accounting, monitoring, and reporting systems. * Settlement for staff Medical, Vehicle Insurance. * Verify discrepancies by and resolve clients' billing issues. * Provided supporting documents for audits. * Prepare monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow Statement. * Administer the inventory of the regional and field offices. * Having a good command of the proper filing system. * Maintaining Files & Office Records.   **PUBLIC RELATION OFFICER (PRO) RESPONSIBITIES**   * Should have knowledge of Smart Channels / GDRFA immigration system and visa application forms. * Assist departments in resolving any issues related to registration and renewals to ensure that PRO services are provided as and when it is required. * Ensuring that all company employee residencies are valid * Scheduling visas, medicals, and travel, coordinating with other internal and external departments * Renew, update and maintain the trade licenses and other government certificates of all company’s legal entities in the UAE to ensure that the documents are up-to-date. * Experience dealing with Government Departments.   **SKILLS**   * Maintain accounts, receivables, cash management, reconciliation, advance excel i.e. V-Lookup, H-Lookup, Pivot table, Peachtree, QuickBooks. * A proactive approach to problem solving and delivering client solutions. * Ability to challenge in professional and assertive manner. * Good communication skills, good initiative and ability to work under pressure. * Expertise in SAP B1 for the all the module such as Accounts Payable, Receivable, Cash Management, * General Ledger. * Good negotiation skills, ability to work independently. * Ability to work in a team to make timely and quality judgments.  Certifications/Licenses **UAE Driving License Holder.**  **REFERENCES:** Available on request. |  |