

AHSAN GULL AZIZ



Accounts Executive



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Dubai, UAE



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Objective:

Highly skilled and experienced Accounts Executive with over 15 years of expertise in admin and accounts management. Demonstrated ability to drive continuous improvement and deliver outstanding results through effective collaboration and relationship management. Seeking a challenging position to leverage my analytical thinking, leadership abilities, and strong customer service skills to contribute to the success of an organization.

Professional Summary:

- Over 15 years of experience in admin and accounts management, with a track record of delivering continuous improvement by collaborating across multiple lines of business and account service teams.
- Proficient in using analytical thinking to develop admin and accounts reporting capabilities for business and accounting services.
- Exceptional relationship management skills, fostering trust and integration with customer operations teams to define and align customer impact data and service ownership.

Professional Skills:

- Leadership
- Communication Skills
- Payroll & Billing
- Accounting Software
- Collaboration/Teamwork
- Time Management Skills
- Customer Service Skills
- Contract Management
- Computer Proficiency
- Problem Solving Skills
- Accounts Payable and Receivable
- Organizational Know-how

Professional Experience:

Accountant | Vivalux Vacation Homes Rental LLC | Jan 2023 - Present
Dubai, UAE

- Manage accounts using QuickBooks software.
- Handle cash management activities.
- Review and finalize VAT processes.
- Reconcile purchase expenses.
- Perform bank reconciliations.
- Manage cash book.
- Liaise with banks for vendor payments and receivable cheques.



Edit with WPS Office

Audit & Accounts Executive | Digital World Pakistan (Pvt) Ltd | Dec 2016 – Dec 2022
Lahore, Pakistan

- Performed bookkeeping for parallel accounting in a web-based system.
- Verified petty cash expenses for branches, EDPs, and shops.
- Dealt with CBR tax queries.
- Reconciled purchase expenses.
- Assisted in annual accounts preparation.
- Managed documentation and file management.
- Served as an internal auditor for the pre-audit department.
- Reported daily to the Deputy Manager of Accounts.

Accounts Officer | Nishat Mills Ltd | Feb 2013 – Dec 2016
Lahore, Pakistan

- Managed receivables.
- Verified sales invoices for yarn, waste, and scrap.
- Reconciled income tax and withholding tax.
- Conducted debtor's reconciliation.
- Handled CBR tax queries.
- Assisted in finalizing management accounts.
- Maintained records of debtor's cheques and reconciled them with deadlines.
- Generated daily sales invoices.
- Performed internal audit duties.
- Assisted and reported to the Manager of Accounts daily.

Semi Senior Accountant | Kingsway Partners Limited | Jan 2010 – Sep 2013
London, UK

- Prepared, finalized, and filed VAT returns to HMRC quarterly.
- Produced statutory accounts from incomplete books and records using Excel and VT.
- Performed bookkeeping using VT Transaction.
- Liaised with clients and colleagues to ensure deadlines were met.
- Incorporated companies and filed corporate returns.
- Managed payroll and PAYE year-end procedures using Payroll and Qtec software.
- Supervised two junior staff members.
- Reported directly to the partner.

Supervisor | Bata Pakistan Ltd | Oct 2008 – Nov 2009
Lahore, Pakistan

- Supervised the marketing department.
- Managed file management and drafting.
- Handled depos queries.
- Maintained daily records.

EDUCATION:

- Bachelor's degree in commerce, University of Punjab Pakistan
- Certificate of accounting and finance, Anglia Ruskin University (London UK)
- Association of Chartered Certified Accountants (ACCA) (Exemption for 3 of 14 Papers)

