



Bilal Ahmed

ACCA

Senior Accountant

Contact Details

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Visa Status: Transferable Residency Visa

A Chartered Certified Accountant (ACCA UK) having almost 09 years of diversified experience (including 04 years of UAE experience) in Accounting and Finance with wholesale, retail, Consultancy & Health Care Sector. Expert knowledge and experience in all areas of general accounting, payable & receivable accounting, payroll, VAT, general ledger, monthly and year-end financial statements. Proficient in managing multiple projects while meeting strict deadlines.

Skills & Attributes

- Preparation of financial statements and managements accounts.
- Monthly closing (accruals posting, prepayments calculations, provisions calculations and posting, trial balance finalization).
- Inventory management, valuation, provision and reporting.
- Account's payables and receivables analysis and reconciliations.
- Bank, credit card and inventory reconciliations.
- VAT accounting, filing and recordkeeping for compliance.
- Computation of Corporation & personal tax and Preparation of Tax returns.
- Payroll processing and employees benefits accounting.
- Fixed assets accounting and reporting.
- Liaison with external auditors for annual audit of F/S.
- Working capital management.
- IT skills of Microsoft Office (Outlook, Word, Advanced Excel).
- Accounting Software ERP Skills – Microsoft Dynamics GP QuickBooks, Tally Prime, SAGE 50, CCH, VT, Xero and Moneysoft Payroll Manager, Insta by Practo.

Career Highlights of 8.5 Years

- 01 years' experience as Senior Accountant with Glamour Care Clinics LLC, Dubai, UAE.
- 3.4 years' experience as Senior Accountant with Giftmania General Trading FZE, Sharjah, UAE.
- 1.3 years' experience as Assistant Manager with Accountax Consultants UK Ltd (Pakistan Branch), Islamabad, Pakistan.
- 2.3 years' experience as Accounts Supervisor with Vision Consulting UK Ltd (Pakistan Branch), Islamabad, Pakistan.
- 09 months experience as internship with RASG Chartered Accountants & BDO Ebrahim & Co. Chartered Accountants.

Experience History

Senior Accountant

Feb-2023 to Dec-23

Glamour Care Clinics LLC

Glamour Care Clinics is the day surgery center, first dedicated medical and aesthetics clinic delivering 5-star services.

Duties & Responsibilities:

- Perform month-end closing activities which includes bank, cash, supplier balance reconciliations, posting month end closing transactions of accruals, prepayments, depreciations/amortization etc.
- Assist Finance Manager in preparing monthly Profit & loss, customized monthly management reports (Doctor's Share report, Department wise sales & cost report).
- Preparation & submitting of quarterly VAT returns.
- Process the daily sales & receipts from cloud based Clinic Management System INSTA.
- Supervise the recording of daily sales, purchase invoices & petty cash expenses.
- Prepare the monthly supplier payment schedule as per the credit terms and payment plans.
- Processing monthly WPS salary and calculating doctors and staff commission.

Assistant Manager

Sep-2021 to Dec-2022

Accountax Consultants UK Ltd – Branch Office

Accountax Consultants UK Ltd is a young and vibrant firm of Chartered Certified Accountants, Registered Auditors and Tax Advisors, based in West End of London and Essex.

Duties & Responsibilities:

- Supervise the team assigned to the accounts and finance of clients in the construction industry.
- Assist the portfolio manager in making and finalizing the year-end accounts and corporation tax return.
- Submit the quarterly VAT return of the client.
- Process the monthly payroll & Construction Industry Scheme (CIS) return of the client.
- Supervise the recording of daily sales & purchase invoices.
- Preparing fixed assets and hire purchase lease schedules. Prepare monthly bank & cash reconciliation.

Senior Accountant**Feb-2018 to Jun-2021****Giftmania General Trading FZE**

Giftmania is a reliable wholesaler of promotional gifts items in the Middle East region and part of the Polyconcept family, we are bringing the Polyconcept stock available to the GCC region. Based in the UAE & KSA

Duties & Responsibilities:

- Finalization of trial balance & assist Accounts Manager in drafting of financials which includes consolidated Profit & loss, balance sheet of four different companies in compliances with IFRS as monthly reporting package (MRP) to head office.
- Preparation of weekly sales activity reports and other management reports as per management requirements.
- Assisting the Accounts Manager in preparation of cash flow analysis & budget reports to management.
- Perform month end closing activities which includes bank, cash, supplier & customer reconciliations, posting month end closing transactions of accruals, prepayments, depreciations/amortization etc.
- Processing of supplier invoices, credit notes & preparing accounts payable reconciliation.
- Preparing supplier payment schedules & making payments as per management approval.
- Provide support to procurement management.
- Preparation of quarterly VAT workings & submitting on FTA portal.
- Ensuring the timely coordination with bank regarding the issue with the payment initiations to suppliers & the updating of company's business profile with bank.
- Making coordination with external auditor with annual external audit work.
- Processing and review of monthly salary process & payroll (WPS).
- Post daily financial entries related to bank, petty cash, account receivables/payable, inter-company stock transfer and adjusting journals.

Accounts Supervisor**Sep-2015 to Dec-2017****Vision Consulting UK – Branch Office**

Vision Consulting is a large and growing firm of chartered accountants and consultants based in Central London, UK

Duties & Responsibilities:

- Prepare financial statements of SMEs operating in various industries, according to FRS 102, 105 & UK GAAP using various accounting software.
- Perform detailed analytical review of financial statements along with writing notes and queries for the client.
- Preparation of final accounts working papers (using Microsoft Excel).
- Preparing detailed bank analysis and bank reconciliation.
- Preparation and maintenance of purchase day book, Sales daybook, Account Receivables and Payable.
- Preparation of monthly P & L Statements & Book Keeping.
- Processing of monthly and fortnightly payroll and Preparation of monthly & quarterly VAT returns.
- Computation of Corporation & personal tax and Preparation of Tax returns by applying prescribed rates, laws and regulations (For SME's registered with Companies House UK)
- Recommends financial actions by analyzing accounting policies and procedures of clients.

Company	Designation	Duration
RASG Chartered Accountants	Audit Trainee	Jan 2012 – May 2012
BDO Ebrahim & Co. Chartered Accountants	Audit Trainee	Mar 2011 – Jun 2011

Achievements

- Streamlined financial processes, leading to increased efficiency that results in reducing the time by 40% in the monthly closing of accounts.
- Assist Portfolio Manager in preparation & submitting of pending VAT returns of 04 quarters and getting the VAT refund for client of £ 0.5M.
- Successful implementation of Microsoft Dynamics GP on 04 companies.

Academics

Year	Title	Institute
2015	ACCA (UK)	Association of Chartered Certified Accountants, UK
2007	CAT (Certified Accounting Technician)	Association of Chartered Certified Accountants, UK
2006	Intermediate (Pre-Engineering)	Federal Board of Intermediate and Secondary Education, Islamabad Pakistan

Language Skills**English/Urdu/Hindi:**

Excellent skills in written and verbal Communication

Personal Details

Nationality: Pakistani
Date of Birth: 04-Nov-1988
Marital Status: Married

References:

References are available upon request.