



Muhammad Aaqil Salimi

Ajman, United Arab Emirates

Email: aaqil.salimi@yahoo.com

Cell No: +971 56 1686345

PROFILE:

A results-driven accountant with a strong foundation in financial management, tax compliance, and strategic analysis. My commitment to accuracy and my ability to leverage technology to streamline financial processes make me a valuable asset in today's fast-paced business environment.

WORK EXPERIENCE:

Having almost **08 years of** professional experience in accounts, business administration, and management.

Accountant

February 2023 to Till date

Shams Al Madeena (Sun City) Laundry Services, United Arab Emirates

<https://www.laundryservice.ae/>

The company has multiple outlets across the United Arab Emirates and provides laundry services to individual and corporate clients in Ajman, Dubai, and Abu Dhabi. Besides services, the company also supplies laundry-related products to its clients.

- Maintaining all financial matters and preparation of financial reports like income statements, balance sheets, and expenses analysis
- Prepare quotations for clients
- Prepare bills to clients according to the agreements and follow up the payments from clients
- Manage all payroll and overtime on a monthly basis.
- Reconcile accounts payable and receivable.
- Ensure timely Bank payments and Cash Payments.
- Accounts Payable/ Receivables
- Maintaining monthly expenses of the organization - (Telephone, Electricity, Fuel, Stationery, Etc.)
- Daily Scrolls Updating on Cash Inflow and Outflow, Preparing of Petty Cash Book.
- Recording Checks - Inward & Outward, Responsible for the bank transactions.
- Verification of Vendors, Customers, and Bank Reconciliation Statements (BRS)
- Preparation of General ledger account
- preparing monthly Sales/ Purchase reports in MS Excel
- Preparation and finalization of Accounts, and preparation of Financial Statements.
- Knowledge of 'VAT' Returns and Reports.

Accounts Officer

September 2016 – January 2023

KDN Enterprises, Multan, Pakistan

<https://kdn-enterprises.com/>

KDN Enterprises is a nationwide construction and project management company. The company delivered different projects that created long-term progress and economic growth. The company operates through

different businesses: Industrial, Generation, Textile Manufacturing Parts, General Order Suppliers, Contractor (Civil, Mechanical, and Electrical), and all kinds of Generator maintenance.

- Act as a point of contact for accounts receivables inquiries from other business units
- Collaborating with internal colleagues at all levels to perform tasks
- Ensuring appropriate financial procedures and practices are adhered to in processing and reconciling the company Accounts Receivable
- Developing and maintaining the integrity and accuracy of the accounts receivable database through ongoing and timely reconciliation of customer and merchant debtor accounts
- To assist and facilitate the collection process through the provision of timely account information to customers
- Ensured diligent performance of accounting functions to ensure that accurate records are kept
- Prepared purchase orders and vouchers within a specified timeframe to ensure that internal records for expenses are accurately kept and orders are made in a timely manner
- Reconciled invoices and bills to purchase orders before payment so that accurate payments are made
- Recorded all accounting transactions electronically and manually
- Prepared the monthly financial statements
- Maintained records relevant to the specific vendors and keep filing up to date
- Responsible for managing all payables due contractors, sub-contractors, and suppliers of the company
- Reconciliation of accounts -monitoring customer account details for non-payments, delayed payments, and other irregularities to maintain accounts receivables and payables
- Review and communicate cost estimates to customers and stakeholders (M/S NADRA & NSRP etc.)
- Stay up to date on company best practices, policies, products, pricing, and promotions.

ACADEMIC QUALIFICATION:

- **Bachelor of Commerce (IT)**
Global Institute Lahore, Pakistan 2014-16
- **Higher Secondary School Certificate**
Board of Intermediate Education, Karachi, Pakistan (2011-13)
- **Secondary School Certificate**
Board of Inter & Secondary Education, Multan, Pakistan (2004-06)

PROFESSIONAL QUALIFICATION:

- **OTHM Level 5 Extended Diploma in Business Management - 610/0335/9**
OTHM Qualifications, United Kingdom 2021-22

PERSONAL INFORMATION:

Passport Number	:	FC5755933
Passport Expiry	:	December 27, 2027
UAE Residence Visa Expiry	:	March 09, 2025
Nationality	:	Pakistan
Date of Birth	:	August 21, 1989
Marital Status	:	Married

REFERENCES: Verbal referees to comment on my capabilities and the value of my contributions are available upon request.