

Irfan Ali Muhammadi

ASSISTANT ACCOUNTANT 15+ Years of Experience

Al Nahda 1 Dubai UAE,

00971 552148985

iffialimuhammadi2@gmail.com

PROFILE

Finance Professional with demonstrable skills in the following areas (15+) fifteen years of experience accounting fields. Examined complex financial documents and data for completeness, internal accuracy and conformance with uniform accounting classifications. Enthusiastic & productive professional in accountancy recognized for possessing good analytical skills for being a team player. Enjoy learning and sharing accountancy expertise and working on different accountancy packages and gaining and sharing knowledge about accounting.

EDUCATION

- **Diploma Of Associate Engineer Electrical**
Y.M.C.A. Polytechnic Institute Karachi. Pakistan
- **Matriculation (SSC) (Science) Year 1992**
Board of secondary education Karachi. Pakistan

PROFESSIONAL EXPERIENCE**Arabic Computer System Riyadh KSA**

One of the largest ICT Companies in Saudi Arabia and has maintained the leadership for over 35 years.
(Sep 2005 to Oct 2020)

Work as Assistant Accountant

Professional responsible for monitoring daily communications and answering any queries. Preparing statutory accounts. Ensuring payments, amounts and records are correct. Working with spreadsheets, sales and purchase ledgers and journals. Collect, analyze, record and report the financial data of a company ensure that a company complies with all the government rules and regulations.

- Maintaining accurate records of financial transactions, including accounts payable and accounts receivable, and making sure that financial data is current.
- Preparation of financial statements, including the income statement and cash flow statement. Gathering data and performing initial analysis.
- Inputting financial data into accounting software and maintaining organized and well-documented records.
- Reconcile bank statements with the company's records to ensure that all transactions are accurately recorded and accounted for.
- Maintaining organized and easily accessible financial records is a key responsibility. This involves both physical and digital record-keeping.
- Handling general administrative tasks such as Employees, IQAMA Renewal, Exit Re-Entry, and Work Permits, scheduling appointments, and managing office communications.

KASIM TEXTILE MILLS PVT LTD. S.I.T.E. Karachi, Pakistan

Established in the year 1992, Kasim Textile Mills, is a flourishing manufacturer and merchant exporter of fabrics used for local and branded garment industry.
(Sep 2000 to Nov 2002)

Work as Account Receivable

Professional responsible for maintaining a healthy cash flow and ensuring that the company has the funds needed to operate and grow. Balancing the need to extend credit to customers contacting customers who owe money to the company, negotiating payment terms and following up with delinquent customers to collect payments.

- When a company provides goods or services on credit, it records the amount owed by each customer as accounts receivable in its financial records.
- The terms of the credit, including the due date for payment and any applicable interest or late fees, are usually outlined in the sales agreement or invoice.
- Maintain the companies track how long each receivable has been outstanding schedule as per current due date accounting to 30 days, 60 days, 90 days, etc.
- Sending reminders with statements to customers, following up on overdue payments, and potentially taking actions such as offering discounts for early payment.
- Preparing the balance sheet as a current asset disclosed in the notes to the financial statements, where details about the aging of receivables and provisions for bad debts are provided.

Core Skills

- Time management and team work
- Bookkeeping
- Preparing financial reports
- Book entries in system
- Supporting Reconciliations

IT Skills

- Excellent IT skills – proficient in Internet applications, Microsoft Word, Excel and PowerPoint
- ERP BAAN IVC Accounting software

INTERESTS

- Reading – Quotes and anecdotes, Autobiographies, Novels political and interesting columns
- Innovations and Creativity
- Snooker, Badminton, volleyball and Cricket

Languages

- English
- Urdu / Hindi
- Arabic

Personal Details

- Father's Name : Roshan Ali Muhammadi
- Date of Birth : 5th August 1975.
- Marital Status : Married.
- Nationality : Pakistani.
- Passport No : RJ0150602
- Status : Spouse Visa
- Valid KSA Driving License

Reference will be provided upon request.