



John Aaron

Bookkeeper and Accounting Professional



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Dear Concern,

I am reaching out to express my interest in the potential opportunity within your organization. My diverse background in Accounting and Financial Operations, makes me confident in my ability to contribute effectively to your team.

Relocating from Karachi - Pakistan to Dubai - UAE, I bring years of experience gained through my roles at reputable organizations such as Appedology, HubDigit, E-Claim Solution, DEIFIC, Mayatax, Worldwide Energy Logistics and Lasania Group of Industry. Across these positions, I have consistently demonstrated proficiency in handling various aspects of accounting, financial reporting and client relations.

In my most recent role at Appedology, I used Medflow (MLM) software for comprehensive accounting tasks and reporting. Upon joining the organization, the closures were at \$1.2 Million monthly but throughout my tenure, I managed to improve it, ultimately achieving settlements and closures with a substantial increase to \$3.2 Million monthly. Additionally, I was assigned new projects with Pledge Medical in the Personal Injuries (PI) domain, which I successfully handled independently. My major responsibilities included preparing and reviewing bank reconciliations, furnishing clients with timely reports, engaging in effective correspondence and ensuring the seamless completion of monthly closings well ahead of deadlines. I have also been entrusted with safeguarding confidential financial information and managing databases efficiently.

Throughout my career, I have successfully managed documentations, monitored daily accounting activities and financials reports, overseen accounts payable and receivable by contributing to the achievement of organizational accounting objectives. I am well-versed in using various accounting softwares. Therefore, I am confident that my skills in financials reporting and client management, combined with my adaptability and commitment to excellence, makes me a valuable asset to your team.

Furthermore, I look forward to the opportunity to discuss how my experiences align with the needs of your organization. I am available for a discussion at your earliest convenience and can be reached at +971 55 408 9001 or aaronjohn.29@gmail.com.

Thank you for considering my application.

Sincerely,

John Aaron

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PROFESSIONAL SUMMARY

Results-driven professional with a proven track record in managing accounting operations, project management, bookkeeping and fostering client relationships. Experienced in preparing financial statements of various industries from start-up business to corporates. A quick learner and multitasker with a commitment to delivering results, also known for multitasking and efficiency handling diverse tasks. Presently seeking a professional and sustaining role in a reputable company.

EXPERIENCE

Financial Analyst / Appedology (Pvt.) Ltd.

Jun 2023 – Jan 2024

GFS – Golden Financial Solutions

(USA based Healthcare Financial Company)

- Enforced proper methods and policies for accounting tasks
- Improvised systems, procedures and initiated corrective actions while posting the checks
- Handled new projects associated with clients and directed the staff to ensure compliance is followed accordingly
- Provided important business information and support ad-hoc reports as directed by management
- Collaborated with other departments to ensure smooth financial operations and resolve any issues
- Managed the daily operations of the accounting department also communicated with offshore clients
- Directly report to the Chief Executive Officer (CEO) of the company
- Safeguarded financial information, managed databases and handled all confidential information, including client bank accounts and company financial data

Assistant Manager Accounts / Appedology (Pvt.) Ltd.

May 2021 – May 2023

MLM - Medical Lien Management

(USA based Medical Billing Company)

- Used MLM (Medical Lien Management) software for diverse accounting tasks
- Supervised and trained junior accounting staff, provided them guidance and support
- Prepared and reviewed bank reconciliations for the designated portfolios
- Regularly provided clients with reports on deposits for the assigned portfolios
- Engaged in effective correspondence with clients, fostering positive relationships and mutually beneficial connections
- Acted as a liaison between managers, clients and employees
- Met financial accounting objectives and performed other related duties as assigned
- Ensured the timely completion of monthly closings well before deadlines

Staff Accountant / HubDigit (Pvt.) Ltd.

Aug 2020 – May 2021

ZT Group of Industries

(USA based Consulting & Services Company)

- Compiled and updated weekly client dashboards
- Reviewed and documented daily journal entries to ensure the accurate reflection of operational activities
- Prepared and verified bank reconciliations for assigned portfolios

- Managed both recurring and one-time monthly journal entries, overseeing bookkeeping and accounting records and executed A/c Payable and Receivable functions
- Conducted reconciliation of Credit Card transactions
- Entrusted with confidential information by management, including handling client bank accounts for processing payments Via ACH, account transfers, wire and maintaining company financial information
- Supported supervisors and managers in the timely completion of tasks to meet established deadlines

Medical Billing Representative / E-Claim Solution

Oct 2019 – Mar 2020

(USA based Medical Billing Company)

- Received and handled calls from patients and the state to coordinate appointment schedules
- Cultivated positive business relationships with clients to encourage recurring appointments
- Used eClinicalWorks software for appointment scheduling
- Contacted insurance providers to confirm patient eligibility, coverage, benefits and claim status
- Executed charge postings and ensured the timely completion of claims to payers

Accountant / DEIFIC

Aug 2017 – Dec 2019

(UK based IT Company)

- Responsible for generating detailed project reports
- Conducted a comprehensive analysis and maintained an efficient accounting records system
- Ensured accurate coding and proper documentation of all invoices for timely payments
- Collaborated with vendors to facilitate the timely settlement of invoices
- Acquired in-house accounting experience, including staff payroll maintenance
- Executed all duties under the supervision of the company's principal and provided recommendations for implementing cost-saving measures

Associate Accountant / Maya & Associates LLC

Sep 2013 – Sep 2015

Various Client Portfolio's

(U.S.A based Consulting & Services Company)

- Used Intuit QuickBooks software for accounting tasks
- Prepared and maintained book-keeping
- Filing and paying payroll tax and sales tax monthly & quarterly
- Administering payrolls such as weekly, bi-weekly, semi-monthly, monthly and quarterly
- E-filing through QuickBooks & working on different forms like contractual (1099) W-2 W-4 etc.
- Prepared profit and loss statements, financials and various reports
- Prepared tax returns for individuals, corporations and partnerships by using Lacerte Software
- Assist supervisors and managers in completing tasks promptly to meet deadlines

Accounts Executive / Worldwide Energy Logistics (Pvt.) Ltd.

Aug 2011 – Jul 2013

(U.K based Freight Forwarding Company)

- Oversaw and processed journal vouchers, managed cash deposits, withdrawals and visited banks for payment processing and cheque clearance
- Managed and arranged all files and documentation in a secure database
- Implemented measures to ensure the security of financial information, executing database backups and maintaining strict confidentiality

Assistant Operations

- Addressed walk-in inquiries and facilitated appointment scheduling
- Coordinated with shipping companies to issue delivery orders
- Supervised and arranged files, documentation and records for both import and export procedures, encompassing both computerized and manual systems
- Streamlined office operations and procedures, incorporating effective correspondence as needed
- Responsible for the transportation for the delivery, logistics supply and re-supply, goods-in and out, for all imports and exports production

Accountant and Office Assistant / Lasania Group of Industry

August 2010 – July 2011

(Local Textile Industry)

- Handled filing and documentation systematically monitored daily sales reports
- Supervised accounts payable and receivable, which involves preparing sales invoices and managing refunds
- Managed tasks related to cash disbursement
- Managed the entire accounting cycle and prepared relevant reports while using Intuit QuickBooks for accounting tasks
- Provided support to the Managing Director by overseeing correspondence and appointments

EDUCATION

ACCA – Foundation in Skills

Tabani's School of Accountancy | Continuing

ACCA – Foundation in Accountant

Tabani's School of Accountancy | 2018

Intermediate

St. Patrick's College | 2010

Matriculation

St. Patrick's School | 2008

CERTIFICATIONS

Financial Modeling & Business Valuation | 2023

IBA - Institute of Business Administration

SOFTWARE PROFICIENCY

- | | |
|--------------------------|---------------------|
| ▪ Oracle NetSuite | ▪ Advanced Excel |
| ▪ MedFlow [MLM] | ▪ Intuit Quickbooks |
| ▪ Microsoft Dynamics 365 | ▪ Lacerte Software |

KEY COMPETENCIES

- | | |
|-----------------------|------------------------|
| ▪ Data Analysis | ▪ Financial Statements |
| ▪ Financial Reporting | ▪ Cash Flow Management |
| ▪ Payroll Management | ▪ Taxation Knowledge |

SKILLS

- | | |
|--------------------------|-------------------|
| ▪ Project Management | ▪ Team Management |
| ▪ Strong Decision Maker | ▪ Service-Focused |
| ▪ Complex Problem Solver | ▪ Result Oriented |