

OBJECTIVE

I have degree in accounting and finance with experience as an accountant for seven years; I have developed strong skills in accounting & finance, auditing, budgeting & forecasting, VAT filling & return, corporate tax, payroll, accurate data entry, strong math skills and effective communication for diverse organizations. I am confident that I would be the perfect addition to your team. In previous roles, I have been relied upon to handle important financial duties such as preparing tax returns and overseeing budgets. Through my education and work experience, I have developed a deep understanding of accounting principles which can benefit your company greatly.

EXPERIENCE

Samra Group of Companies

Samra Palace Contracting LLC

Samco Electromechanical Contracting Works LLC

Marsline General Trading LLC

Senior Accountant

Job Location: Dubai, United Arab Emirates

Using Microsoft Office & QuickBooks online Accounting Software

- Manage all accounting transactions
- Handle petty cash, Maintain, Control & gives approvals of daily payment Cash flow report.
- Updates journal vouchers J/Vs, bank payment vouchers, and cash payment vouchers
- Reconciles Company plant and equipment on books with the physical records of the Plant and Equipment division
- Reconcile accounts payable and receivable
- Review, approve, and process payroll for staff and non-staff expense reports, and time cards
- Reconcile and update Bank liquidity planning on monthly Basis.
- Prepare budget forecasts
- Review and approve vendor invoices and subcontractor bills
- Prepare and file tax reports
- Report on the company's financial health and liquidity
- Publish financial statements in time (Project Wise), reinforce financial data confidentiality
- Manage balance sheets and profit/loss statements (Project Wise)
- Handle monthly, quarterly and annual closings
- Audit financial transactions and documents
- Managing the preparation of monthly target invoices for all billable projects
- Maintain and track all costs related to construction projects
- Liaising with PRO work for Visa processing of new employees, also renew Visa & Labor Cards etc.
- Responsible for timely application & renewal of employee's medical insurance & workmen compensation renewal process, also vehicles registration and insurance renewal etc.

April 2023 – Visa Cancel

Warner Safety Equipment Trading EST.

Wermamy Technical Services Contracting LLC

Admin cum Accountant

Job Location: Dubai, United Arab Emirates

Using Microsoft Office & Zoho Books Accounting Software

- Manage all accounting transactions
- Handle petty cash, Maintain, Control & gives approvals of daily payment Cash flow report.
- Updates journal vouchers J/Vs, bank payment vouchers, and cash payment vouchers
- Reconcile accounts payable and receivable
- Review, approve, and process payroll for staff and non-staff expense reports, and time cards
- Reconcile and update Bank liquidity planning on monthly Basis.
- Prepare budget forecasts
- Review and approve vendor invoices and subcontractor bills
- Prepare and file tax reports
- Report on the company's financial health and liquidity

July 2022 – April 2023

Basic Touch Building Contracting L.L.C

General Accountant

Job Location: Dubai, United Arab Emirates

Using Microsoft Office & QuickBooks online Accounting Software

- Handle petty cash, Maintain, Control & gives approvals of daily payment Cash flow report.
- Updates journal vouchers J/Vs, bank payment vouchers, and cash payment vouchers
- Reconcile accounts payable and receivable
- Review, approve, and process payroll for staff and non-staff expense reports, and time cards
- Reconcile and update Bank liquidity planning on monthly Basis.
- Prepare budget forecasts
- Reconciles Company plant and equipment on books with the physical records of the Plant and Equipment division
- Review and approve vendor invoices and subcontractor bills
- Prepare and file tax reports
- Report on the company's financial health and liquidity

May 2020 - June 2022



MUHAMMAD IMRAN HASSAN KHAN

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Dubai - UAE

SKILLS

- Proficient in MS Office Suit (MS Word, Excel, Vlookup, Hlookup, Xlookup, Pivot Table, PowerPoint, Outlook)
- Proficient in QuickBooks online accounting software
- Proficient in Zoho Books Accounting Software
- Proficient in Fresh Books Accounting Software
- Proficient in Peachtree SAGE 50 accounting software
- Proficient in Xero Accounting Software
- Proficient in Odoo Accounting Software
- Proficient in Tally accounting software
- Problem Solving Skills
- Leadership Skills
- Management skills
- Reporting Skills
- Time Management
- Financial Data Entry Management
- Basic Math
- Accuracy
- Planning and Organizing
- Scheduling and Monitoring
- Communication Skills
- Tax Returns & Corporate Tax

LANGUAGES

- English
- Urdu

- Publish financial statements in time (Project Wise), reinforce financial data confidentiality
- Manage balance sheets and profit/loss statements (Project Wise)
- Handle monthly, quarterly and annual closings
- Audit financial transactions and documents
- Managing the preparation of monthly target invoices for all billable projects
- Maintain and track all costs related to construction projects
- Liaising with PRO work for Visa processing of new employees, also renew Visa & Labor Cards etc.
- Responsible for timely application & renewal of employee's medical insurance & workmen compensation renewal process, also vehicles registration and insurance renewal etc.

Knowledge Passenger Transport L.L.C

April 2018 - March 2020

Al Maarifa Technical Services LLC

General Accountant

Job Location: Dubai, United Arab Emirates

Using Microsoft Office & Peachtree SAGE 50 Accounting Software

- Manage all accounting transactions
- Handle petty cash, Maintain, Control & gives approvals of daily payment Cash flow report.
- Updates journal vouchers J/Vs, bank payment vouchers, and cash payment vouchers
- Reconciles Company plant and equipment on books with the physical records of the Plant and Equipment division
- Reconcile accounts payable and receivable
- Review, approve, and process payroll for staff and non-staff expense reports, and time cards
- Reconcile and update Bank liquidity planning on monthly Basis.
- Prepare budget forecasts
- Review and approve vendor invoices and subcontractor bills
- Prepare and file tax reports
- Report on the company's financial health and liquidity
- Prepare asset, liability, and capital account entries by compiling and analyzing account information
- Review client's agreements, quotations, LPO etc.
- Liaising with PRO work for Visa processing of new employees, also renew Visa & Labor Cards etc.
- Responsible for timely application & renewal of employee's medical insurance & workmen compensation renewal process, also vehicles registration and insurance renewal etc.

Environmental Protection Society NGO

March 2015 - February 2018

General Accountant

Job Location: Swat, Khyber Pakhtunkhwa, Pakistan

Using Microsoft Office & Peachtree SAGE 50 Accounting Software

- Handle monthly, quarterly and annual closings
- Manage all accounting transactions
- Handle petty cash, Maintain, Control & gives approvals of daily payment Cash flow report.
- Updates journal vouchers J/Vs, bank payment vouchers, and cash payment vouchers
- Reconcile accounts payable and receivable
- Review, approve, and process payroll for staff and non-staff expense reports, and time cards
- Reconcile and update Bank liquidity planning on monthly Basis.
- Prepare budget forecasts
- Review and approve vendor invoices and subcontractor bills

EDUCATION

The University of Agriculture, Peshawar, Khyber Pakhtunkhwa, Pakistan

Bachelor of Business Administration

Specialization in Accounting and Finance

January 2011 - December 2014