

MUFADDAL SHABBIR

Accounting & Auditing Management

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PROFILE

I'm a Full time accountant having **5+** years of experience in managing small & medium size entities across various industries, Adept all functions of accounting, including processing payments, managing accounts payable, and providing administrative support. Proficient in Microsoft Excel, ERP, QuickBooks & other accounting software used.

OBJECTIVE

To get a position in a company with a positive atmosphere to add my skills toward organization objectives. I'm focused, learned, and highly knowledgeable in the field of accounting and technology.

SKILLS SET

- Accounts Reconciliations.
- Bank Accounts Management.
- Accounting.
- Provided technical and functional training to internal staff of the organization.
- **Accounting Software:** ERP System, QuickBooks, Busywin & MS Excel.
- Data Entry.
- Time Management.
- Accuracy and attention to details.
- Integrity and confidentiality.
- Strong communication skills

SUMMARY OF WORK EXPERIENCE

- Maintain the **Accounts Receivable ledger** and adjust credit notes.
- Maintain & update Daily **Account Payables ledgers & Bills** in **QuickBooks** with Invoice Attachments.
- Follow up on the collections and assist in the process of recovery.
- Review & Analyzed Various Components of the **Balance Sheet**.
- Coordination with Sales Team for creating Proforma / Commercial Invoices in **Excel / ERP**.
- Creating **Sales Orders in ERP Software**.
- Coordination with Customers for **follow-up of receivables and WHT challans**.
- Fortnightly prepare **Sales Report** for **Regions Head**.
- Prepare all **receivable schedules, customer deposits, Performance Guarantees, Earnest Money & Instrument Installment Schedule**.
- *Update Daily **Account Payables Bills** in **QuickBooks** with Invoice Attachment*
- **Vendor / Suppliers reconciliation on-demand basis**.

WORK EXPERIENCE

Indigo Textile (Pvt.) Ltd (July-2023 to Date)

Accounts Officer

Aquafin Pakistan Private (June 2022- July 2023)

Accounts Officer

Taheri Consultant (Aug 2018 –May 2022)

Accountant

Interscan (Dec 2017 – Mar 2018)

Assistant Accountant

Hobbies:

- Reading Articles.
- Listen Music.
- Playing Game.
- Tourist.

EDUCATION

- **Bachelors in Commerce (B.Com)**
University of Karachi
- **H.S.C (Commerce)**
Government College of Commerce & Economic, Karachi.
- **S.S.C.**
Saifiyah Boys High School

KEY RESPONSIBILITIES

AquaFin Pakistan Private Ltd – (Accounts Officer)

Role:

- *Coordination with the Sales Team and Warehouses to streamline the dispatch of materials to clients.*
- *Creating Purchase Orders for purchases related to AquaFin in ERP.*
- *Creating Purchase Orders for purchases related to AquaFin in ERP.*
- *Coordination with Customers for follow-up of receivables and WHT challans.*
- *Maintain the average the Stock of most running Inventory.*
- *Managed accounts receivable and accounts payable to ensure accurate and timely payment of invoices.*
- *Manual preparation of invoice-wise & customer-wise sales on a daily basis.*
- *Recording of receivables against the cash/cheque / WHT deduction certificates deposits by customers or their adjustments.*
- *Monthly preparation & circulation of Receivable Aging to management.*
- *Circulation of customer ledger for reconciliation to Office Coordinators & Sales Managers on a need basis.*
- *Follow up on W.H tax challans with Office Coordinators.*
- *Make payments to local suppliers & vendors*
- *Preparation & Submission of W.H Tax Challan on government Portal website.*
- *Any other task assigned by the supervisor and management.*

Taheri – (Accountant)

Role:

- *Keep Book & Record up-to-date on a Daily Basis.*
- *Reconcile Weekly Control Account of Payable.*
- *Make Cheque Entries against Vendors' Payments*
- *Make Cheque Entries against Expenses with an Attachment.*
- *Review & Analyzed Various Components of the Balance Sheet.*
- *Make Journal Entries of Client Employee Payroll.*
- *Prepare invoice & issue it to the client.*
- *Create credit notes, reconciliation, and necessary adjustments for the invoice.*
- *Maintain the Accounts Receivable, enter receipts, and adjust credit notes.*
- *Prepare outstanding and aging schedules.*

- *Follow up on the collections and assist in the process of recovery.*
- *Maintain the Accounts Payable, enter payment, and adjust debit notes and allocations.*
- *Maintain the petty cash & perform monthly Bank Reconciliation with different clients.*

PERSONAL DETAILS

Father's Name: Shabbir Hussain
Gender: Male
Visa: Visit Visa
Languages: English,Gujrati, Urdu