



## Muhammad Nafees

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Visa Status: Employment

Dubai, UAE

Immediate available

## PROFESSIONAL SUMMARY

An experienced accountant with over 12+ years (6+ Years in UAE) of experience in the trading, services, construction and manufacturing industries accounts. Possesses multiple skills covering multiple accounting and finance areas such as ledger, financial statements, inventory costing & valuation, payroll, VAT return, budgeting & forecasting while being passionate about optimizing processes to drive overall improvement.

## WORK EXPERIENCE

### Chief Accountant

Blue Waters Marine General Trading LLC

Dubai, UAE (April 2017 – Present)



Blue Waters Marine is a group of companies, leading retailer and wholesaler in UAE and GCC, offering best sports fishing tackle brands from all over the world. As well providing services for fishing charter trips and legal translation.

- Leading and managing the accounts team members, maintaining and finalizing books of accounts, preparing financials and consolidated group financials to track financial trends and performance.
- Performing cash management including reconciling daily sales cash, investigating and solving cash discrepancies. Monitoring the regular activities of stores, ensuring the smooth operation with regards to financial activities.
- Preparing sales reports including product/category-wise profitability and product moves.
- Owning all aspects of inventory accounting, costing and in-transit tracking.
- Following-up with customers to collect receivables, providing them updated statements and reconciling with their ledgers to ensure the matching.
- Calculating and processing monthly payroll (WPS) and ensuring all the other accruals are booked at the end of the month.
- Preparing and filing VAT returns for all companies/branches on time.
- Reconciling the bank and inter-company accounts. Identifying and rectifying all the differences in each ledger with 100% accuracy.
- Recording and tracking of fixed asset acquisitions, depreciation and dispositions in the accounting system.
- Working closely with the head of finance in preparing with the annual budget and financial projection.
- Worked with auditors to ensure cooperation from accounting staff and compliance with all qualified requests.

### Achievements:

- I joined Blue Waters Marine Group in the back 2017 as a General Accountant. During my 6+ Years in the group, I am managing accounts team members, assisting manager accounts and finance. Started with the installation of Quickbooks and developed the chart of accounts, later moved to Odoo ERP in 2022 for an online representation. Managing separate accounts of total 4 inter and sister companies listed below in Odoo and Quickbooks;
  - Blue Waters Marine General Trading LLC (Trading)
  - Blue Waters Marine LLC (Trading)
  - Blue Water Charters (Services)
  - Al Diwan Legal Translation (Services)

## KEY SKILLS AND COMPETENCIES

- Experienced user of **Odoo ERP, Quickbooks**, Solhut ERP and other common/customized accounting packages.
- Proficient in **Microsoft Excel Advanced** (Formulas, Reports Automation, Macros, Charts and Presentation Analysis), Word and other MS office applications.
- Analytical and detailed problem-solving ability, multitasking and flexibility with minimal supervision.
- Designing and implementing of accounting systems/software and chart of accounts.

## EDUCATION

**Master of Accounting & Finance**  
Virtual University of Pakistan  
2019

**Bachelor of Commerce (B. Com)**  
2009

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## LANGUAGES

- English
- Urdu
- Hindi

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## HARD SKILLS

- Odoo ERP
- Quickbooks
- Microsoft Excel
- Microsoft Word
- Solhut ERP

## Accounts Executive

CAAS Building Solutions / CBS Tiles

Lahore, Pakistan (October 2010 – February 2016)



**CAAS Building Solutions is a Multiservice offering imported tiles from Spain & China, sanitary wares (Porta, Grohe & RAK), kitchens, wardrobes, doors, furniture manufactory & construction services, with PKR 1.2 Billion annual turnover and 100+ employees.**

- Monitored all sales invoices / inter-company sales and purchase remittances, as well as processed the associated receipts and payments.
- Conducted research and investigated of all stock arrivals and discrepancies as per warehouse locations also reported on variances of the physical stock count, inventory audit, import valuation and in transit stock costing with the aspects of foreign exchange rate, ocean freight, import duties and local taxes.
- Provided timely services for data entry of cash and bank, sale and purchase, debtor/creditor ledgers and general ledger so as to authenticate the figures appearing in the books of accounts of the client.
- Shouldered the responsibility of local depository, bank accounts and balances, prepared monthly bank reconciliations to ensure that they comply with financial statements and accounts.
- With the responsibility of payroll, streamlined departmental operations and maintained employee payroll accounts.
- Prepared trial balance reports and aging summary reports from ERP Systems into excel spreadsheets to reconcile the balance sheet for month-end-close.

### Achievements:

- **Promoted** from Assistant Accountant to **“ACCOUNTS EXECUTIVE”** also received multiple pay rises considering hard work, excellent analytical judgment, quick decision making and great problem-solving skills.
- Appreciated for the designing and evaluating new chart of accounts also implemented new accounting software (SOLHUT ERP) for CAAS Building Solutions, which ended up in increased efficiency in handling accounting controls.
- A busy season of full-time involvement in Inventory Management, Stock in Hand, Inventory in Transit, Warehousing and proper goods dispatch system, also was a key person in the company to build a detail provider software-based Inventory Management System to handle worth of Rupees 105 million inventory.
- Managed the company receivables and payables in a manner to secure timely settlement of outstanding and maximum return on liquidity achieved, also reduced the Advance Against Expenses to purchasers in 7 days.