



HARIS ZEB

FINANCE OFFICER/ACCOUNTANT



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Abu Hail Metro Station 01, Dubai, UAE..



Visit Visa - Valid till Oct 2024

EDUCATION

ACCA FINALIST

The Association of Chartered
Certified Accountants UK.
Studing for P1 ID - 5849545

2019 - 2023

Bachelor Degree

City University of Science &
Information Technology.
BS Accounting & Finance

2019 - 2023

EXPERTISE

- Financial Analysis and Reporting
- Budgeting and Forecasting
- Regulatory Compliance
- Accounting Software Proficiency
- Cash Flow Management
- Audit and Internal Controls
- Financial Planning and Analysis
- Knowledge of Accounting standards (IFRS & IAS)

SKILLS

- Leadership
- Communication Skills
- Problem-Solving
- Time Management
- Team Collaboration
- Adaptability
- Strategic Thinking
- Project Management

PROFILE

Experienced Finance Officer and Accountant with a strong background in financial management, budgeting, and regulatory compliance. Skilled in analyzing financial data, optimizing processes, and ensuring accurate reporting. Proficient in financial software and committed to supporting organizational growth through strategic financial oversight. Known for attention to detail, ethical standards, and effective communication.

WORK EXPERIENCE

TAHIR TRADING & CO.

FEB - 2024

FINANCE EXECUATIVE

Achievements

- Successfully optimized budget allocation, resulting in cost reduction for the Stallion Pizza Time project.
- Implemented a streamlined accounting system, enhancing financial reporting accuracy and reducing errors.
- Spearheaded a financial audit that identified and corrected discrepancies, ensuring compliance with regulatory standards.
- Achieved increase in profit margins through strategic financial planning and resource management.

Responsibilities

- Supervised all financial operations for the Stallion Pizza Time project, including budgeting, forecasting, and expense management.
- Managed accounts payable/receivable, ensuring timely and accurate processing of transactions.
- Conducted financial analysis and provided actionable insights to support project decision-making.
- Coordinated with cross-functional teams to ensure alignment of financial objectives with project goals.

GROOPAC TAXATION - UK BASED FIRM.

SEPT 2023 - JAN 2024

ACCOUNTANT

Achievements

- Streamlined tax filing processes, reducing processing time and improving client satisfaction.
- Enhanced financial reporting accuracy by implementing advanced accounting software, reducing errors.
- Successfully managed multiple client portfolios, optimizing tax strategies and achieving an average tax savings per client.
- Played a key role in ensuring compliance with UK tax regulations, avoiding penalties and ensuring timely submissions.

ACCOUNTING SOFTWARES

- QuickBooks
- Xero
- Sage
- FreshBooks
- Oracle
- Zoho Books
- Wave
- MS Excel, word & Power-point

LANGUAGES

- English
- Urdu
- Poshto

Responsibilities

- Managed day-to-day accounting functions, including accounts payable/receivable, tax filings, and financial reporting for UK-based clients.
- Conducted detailed financial analysis to provide clients with actionable insights on tax planning and optimization.
- Collaborated remotely with cross-functional teams to ensure accurate financial documentation and compliance with UK tax laws.
- Provided regular updates and reports to clients, ensuring transparency and effective communication on all financial matters.

AFRASIAB & CO.

JAN 2020 - AUG 2023

ASSISTANT ACCOUNTANT

Achievements

- Assisted in the successful completion of multiple audits, contributing to improvement in accuracy and efficiency.
- Supported the implementation of new accounting software, reducing manual entry errors.
- Gained hands-on experience in complex financial analysis and reporting, enhancing my accounting skills.
- Contributed to streamlining financial operations, leading to a reduction in processing time.

Responsibilities

- Assisted in daily accounting operations, including maintaining financial records, preparing reports, and reconciling accounts.
- Supported senior accountants in conducting audits and financial analysis, ensuring accuracy and compliance with regulations.
- Participated in the preparation of tax returns and financial statements, gaining valuable insights from senior accountants.
- Provided administrative support during audits and financial reviews, ensuring smooth and efficient operations.

REFERENCE

- Will be provided on request.