

MUHAMMAD UMAR KHAN

Accountant cum Administrator

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Dedicated and versatile Accountant cum Administrator with a proven track record of success in both financial management and administrative tasks. Proficient in accounting principles and financial statement management, adept in administrative and managerial roles to streamline processes and ensure smooth business management. Highly organized with strong attention to detail, excelling in tasks ranging from managing accounts payable/receivable to overseeing payroll operations. Skilled in administrative duties, including documentation management, scheduling, and coordinating office activities. Possessing excellent communication and interpersonal skills, able to collaborate effectively with colleagues and clients alike. Seeking to leverage extensive experience and expertise in both accounting and administrative roles to contribute effectively to a dynamic team environment.

PROFESSIONAL QUALIFICATION

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| MSc. International Finance Edinburgh Napier University, UK | October 2021 |
| MSc. Accounting & Finance GIFT University, Pakistan | June 2010 |
| Bachelor of Commerce GIFT University, Pakistan | October 2005 |
| Intermediate (Science) Army Public School and College | March 2003 |

WORK EXPERIENCE

Rashid Traders: A Manufacturing and Trading Company involved in the production of Tyre Pyrolysis Oil and Furnace Oil Trading.

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| Company Industry | : | Manufacturing and Trading |
| Position | : | Accountant |
| Duration | : | Nov 2021 – Dec 2023 |

Responsibilities as an Accountant:

- Prepared comprehensive monthly, quarterly, and annual financial reports, including balance sheets, income statements, and cash flow statements. Analyzed financial data to identify trends, forecast future revenues and expenditures, and provide actionable insights to senior management.

- Collaborated with department heads to prepare and monitor annual budgets by providing relevant data and advising on corrective actions to align with financial goals.
- Regularly present financial reports and analysis to the Board of Directors, offering insights and recommendations to inform strategic decisions.
- Handled cash management and prepared cash flow statements regularly. Monitored Financial activities, Operating activities and Investments.
- Computed taxes and filed Tax Returns.
- Maintained accounts and generated reports in Accounting Software Tally Prime.
- Managed Accounts Receivables and Accounts Payables and reconciled them.
- Conducted monthly bank reconciliations and generated trial balances to ensure accuracy of financial records.
- Assisted in the preparation and filing of corporate and individual tax returns, ensuring compliance with state and federal tax laws.
- Continuously update knowledge of accounting regulations and best practices, attending workshops and seminars. Mentor junior staff to foster a culture of learning and professional growth.

Responsibilities as an Admin:

- Provide administrative assistance to executives and departments, including managing calendars, scheduling meetings, and handling correspondence.
- Oversee day-to-day office operations, ensuring efficiency and productivity by managing supplies, equipment, and facilities.
- Organize and maintain databases, records, and files, ensuring accurate and accessible information for decision-making and reporting.
- Serve as a central point of contact for internal and external communication, disseminating information and facilitating collaboration among team members.
- Assist in implementing and enforcing company policies and procedures, ensuring compliance with regulations and standards.
- Manage relationships with vendors and clients, handling inquiries, negotiating contracts, and ensuring satisfaction with products or services.

Master Tiles and Ceramic Industries: Master Tiles is a ceramic product company that offers porcelain, ceramic, floor, bathroom, kitchen and outdoor tiles for various purposes.

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| Company Industry | : | Manufacturing |
| Position | : | Assistant Accountant |
| Duration | : | Jan 2011 – Mar 2020 |

Responsibilities:

- Managed daily accounting activities, including accounts payable, accounts receivable, and payroll processing.
- Analyzed balance sheet accounts and posted monthly general entries.
- Recorded transactions in accounting software QuickBooks and mailed invoices to customers twice a month.

- Communicated with external parties to reconcile account problems as swiftly as possible.
- Assisted with preparation of month-end procedures by doing accruals and prepayments.
- Preparation of P&L statements and month-end closing reports. Also responsible for generating weekly and monthly reports.
- Assisted in auditing by communicating with the auditor's team and providing them with the required data.
- Follow up of collections from the customer, entering it into the system & matching them properly well in time.
- Dealing with different Banks to deposit Cheques and Cash and Monthly Reconciliation with different Banks.
- Handling Petty cash & pass entries into the system against their assigned limits.
- Any other assignments given by the management.

SKILLS

- General Accounting
- Follow up collections from the customer entering into system and matching them properly well in time.
- Bank Reconciliation
- MS OFFICE (EXCEL, WORD, POWERPOINT)
- Data entry
- Compliance
- Customer Service
- Critical and Analytical thinking
- Computerized Accounting (Tally and QuickBooks)
- Financial Reporting
- Auditing
- Handling petty cash and pass entries into the system
- Leadership
- Interpersonal Communication Skills
- Multitasking and Team Work
- VAT and Corporate Tax Filing
- Time Management

PERSONAL INFORMATION

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| Nationality | : | Pakistan |
| Gender | : | Male |
| Visa Status | : | Tourist/Visit Visa |
| Marital Status | : | Unmarried |
| Religion | : | Islam |
| Number of Dependents | : | Nil |
| UAE valid driving licenses | : | No |