



# UZAIR BIN AFTAB

(CMA, APFA)

Visa Status: **Freelance Visa**



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Dubai, UAE



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## EDUCATION

CMA: Accounts and Finance  
**ICMAP**, Lahore, Pakistan,  
January 2017 - January 2021

APFA: Accounts and Finance  
**PIPFA**, Lahore, Pakistan,  
January 2021 - March 2021

## LANGUAGES

### English

Intermediate

### Hindi

Native

### Urdu

Native

## PROFESSIONAL SUMMARY

A highly accomplished and Qualified professional accountant, holding Certifications in CMA (Chartered Management Accountant) and APFA (Associate Member of Public Finance Accountants). With over 4+ years of experience in leadership roles, I specialize in accounting, finance, costing, and ERP implementation.

## WORK HISTORY

January 2021 - January 2024

**OGC(Orient Material PVT LTD) - Deputy finance manager**, Lahore, Pakistan

- Monitored and reviewed financial controls, processes and procedures to enable best practice development.
- Collaborated with marketing on budget preparation to ensure alignment with company requirements.
- Monthly Closing Including Banks, Imports, Invoicing, Loan Adjustments.
- Liaise with external and internal auditors, Compliance Officer.
- Responsible for the Finalization of Monthly Quarterly or Yearly.
- Managing Funds position to maintain company Cash Flows.
- Supervision of Accounts Payables & authorization of all bank payment vouchers including branches and local companies
- Inventory Management Tasks Included Stock Taking Annually, Stock Report to senior management on weekly basis

March 2020 - January 2021

**OGC(Orient Apparel PVT LTD) - Assistant Finance Manager**, Lahore, Pakistan

- Prevented compliance losses, verifying transactions were recorded in conformance with UK GAAP and company policies.
- Preparing monthly reconciliation of all ledgers and sub-ledgers.
- Daily booking of receivables for stores
- Preparing and maintaining the Bank accounts Reconciliation
- Oversee the daily operations of the accounts payable department, including supervising staff, managing workflows, and ensuring accuracy and timeliness of payments
- Processing petty cash requests received from the stores, verifying Vouchers and Obtaining approval from the relevant head
- Maintaining Fixed Asset Register
- Preparing payments for Utility bills. Preparing payments for Rent.

- LPOs record maintenance, collecting invoices, obtaining approvals & reported discrepancy to the Supplier and the relevant department on invoices, then obtaining the credit notes, if any.
- Intercompany Sales & Purchase posting & reconciling in 4 Companies & reporting any discrepancy to the relevant team.
- Reconciling all vendors' accounts and bank reconciliation. Reconciling all tenders, cash and credit cards, revenue from daily sales

January 2019 - February 2020

**OGC(Blue East PVT LTD) - Senior Accountant**, Lahore, Pakistan

- Generated and presented monthly financial statements to senior management.
- Bookkeeping of Various Clients on ODOO, QuickBooks, Wave, Xero, Hubdoc.
- Filling of Sales Tax (VAT) Returns, T2, and T1.
- Lead the budgeting and forecasting process
- Preparing monthly Financial and Management reports and also prepares data of withholding tax and sales tax for the tax department
- Developing and updating accounting, finance, and management procedures and policies.
- Preparation of annual and monthly budgets and forecasts and also working capital budget
- Aging Report to Senior Management for Both Receivables and Payables.
- Corporate Taxes to CRA.

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## SKILLS

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|---|---------------------------------|
| • Xero certified Advisor                | • MS Office                     |
| • Quick books Certified Advisor         | • Balance sheet reconciliations |
| • SAP S4 HANA                           | • Accounting                    |
| • PeachTree/Tally/Sage/Zohoo Books/Odoo | • Time management               |

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## CERTIFICATIONS

CMA (Chartered Management Accountant) Institute of cost and Management Accountant APFA ( Associate Member of Public Finance Accountant) Pakistan Institute of Public Finance Accountants

## ACCOMPLISHMENTS

Throughout my career, I have successfully assumed Deputy Management roles, showcasing my ability to lead and manage teams effectively. My hands-on experience with diverse ERP systems and accounting software has contributed to streamlined financial processes and enhanced organizational efficiency. Workshop on advance excel (financial and non-financial techniques). (Institute of Cost and Management Accountants of Pakistan.) E-Seminar on Income Tax Return Filing. (Institute of Cost and Management Accountants of Pakistan.) Post Budget Seminars.

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## ADDITIONAL INFORMATION

- Location: **Dubai,UAE**
- Visa Status: **Freelance Visa ( NOC To work Anywhere In UAE)**
- Mobile Number: **+971-588834749.**