

SYED NADEEM ASGHAR



PERSONAL PROFILE

Results-driven Accountant with 10+ years of experience across diverse industries. Proven track record of delivering accurate financial reporting, optimizing processes, and implementing strategic initiatives. Skilled in managing accounts payable/receivable, tax compliance, and internal controls. Proficient in Quick Book, Microsoft Office, and Peachtree accounting. Committed to fostering cross-departmental collaboration for enhanced efficiency. Seeking a challenging role to leverage expertise and contribute to organizational success.

PROFESSIONAL EXPERIENCE

Accounts Executive, Sehas Trading.

2020 – 2024

- Carefully and accurately perform accounting tasks, Bookkeeping and Office tasks.
- Maintain updated Financial record, Prepared reports and reconciliation bank statement.
- Provide accounting and clerical support to the Supervisor.
- Prepare general ledger posting and statements.
- Enter financial data in the software and restore if any discrepancies.
- Generate monthly reports for management, highlight key trends.
- Assist in the preparation of financial statement, Budgets and forecasts.
- Develop and implement procedures for account payable and receivables to improve accuracy and also maintain tracking of account receivable and payables.
- Prepare and file sale tax return and coordinate with regulating authorities.
- Experience in developing and managing budget to allocate resources efficiently to achieve the organization goals.

Accounts Officer Ambition Apparel.

2018-2020

- Reconcile bank statement resolve discrepancies to ensure accuracy of financial records.
- Develop and maintain accurate financial records.
- Provided financial reports to internal stakeholders to support decision making.
- Developed internal controls to safeguard the assets of organization.
- Coordinated cross-departmental efforts to raise the efficiency.
- Able to evaluate procurement processes to ensure transparency, cost effectiveness.
- Experience in managing account payable processes including invoice collections and reconciliations.
- Perform accounting procedure to perform business transaction.

Audit Officer American Lyce tuff School.

2012 – 2018

- Conducted systematic spending checks.
- Prepared comprehensive audit reports and identified potential risks.
- Prepared audit working papers and collect audit evidence and conclusions.
- Collaborate with Auditor to provide timely and accurately financial information during audit and also provide supporting documents if needed.
- Developed and implemented a comprehensive audit plan that reduced audit time.
- Cultivated relationships with auditors and authorities.
- Stayed updated on regulations and provided support.

CONTACT



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Dubai, United Arab Emirates

PROFESSIONAL SKILLS

- ✓ Financial Reporting
- ✓ Tax Planning
- ✓ Budgeting
- ✓ Accounts Audit
- ✓ Payroll Audit
- ✓ Branch Audit
- ✓ Procurement Audit
- ✓ Cash Flow Preparation
- ✓ Accounts Payable
- ✓ Accounts Receivable
- ✓ Internal Controls
- ✓ Process Optimization
- ✓ Problem-solving
- ✓ Bookkeeping
- ✓ Cross-departmental Collaboration

ACADEMIC QUALIFICATION

Master of Science in Commerce, The University of Lahore, Pakistan 2015.
Bachelor of Science in commerce, University of the Punjab, Pakistan 2011.

CERTIFICATES

- ❖ Import Export Procedure & Documentation
- ❖ Supply Chain Management

EXPERTISE

- Proficient in delivering accurate financial statements, including income statements, balance sheets, and cash flow statements.
- Skilled in managing tax regulations, including filings, deductions, and reporting, to ensure compliance with local standards.
- Capable of conducting thorough audits to ensure accuracy and compliance with accounting standards and regulatory requirements.
- Competent in reviewing payroll processes and records to verify accuracy and compliance with relevant laws and regulations.
- Knowledgeable in conducting branch audits to assess operational efficiency and financial performance.
- Able to evaluate procurement processes to ensure transparency, cost-effectiveness, and compliance with policies.
- Skilled in preparing and analyzing cash flow statements to monitor liquidity and financial health.
- Proficient in managing accounts payable processes, including invoice processing, payment approvals, and vendor management.
- Experienced in managing accounts receivable processes, including invoicing, collections, and reconciliations.

PERSONAL INFORMATION

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- Address : Al Mamzar, Dubai, United Arab Emirates

LANGUAGES

- English
- Urdu
- Hindi