



Jasim Nawaz – BBA (Hons, Commerce)

Email: jasimbajwa4816@gmail.com

Mobile: +971567820795

Location: Al-Aweer, Dubai

About Me:

Detailed oriented individual with 5 years of dedicated experience in accounting across diverse industries. Seeking a challenging role to leverage expertise in book-keeping, reporting and financial operations within a dynamic organization.

Career Synopsis:

- 5 + years of experience in Accounts Payable (AP), Accounts Receivable (AR) & General Ledger (GL) Accounting;
- Accounts professional with excellent Organizational and Interpersonal skills.
- Having Good Exposure in MS-Excel, ERP Systems and Accounting Softwares.

Key Skills:

Financial Reporting
AP & AR Management
Bank Reconciliations

Budgeting
Cash flow Management
Vendor Reconciliation

Petty Cash
A/C Management
Variance Analysis

Work Experience:

Name of The Company	Designation	Duration
Al-Rehman Metals	Accountant	Feb 2021 – Oct 2023

Key Responsibilities:

- Managed and maintained accurate financial records, ensuring compliance with accounting standards.
- Prepared monthly financial statements, including balance sheet, income statement and cash flow statement.
- Conductive comprehensive variance analysis and provided actionable insights for decision making.
- Posting and reviewing of journal entries
- Review of petty cash expenses and issuing petty cash.
- Compile and analyze financial information to prepare trial balance and profit & loss statement.

- Preparation of monthly expenses schedules and comparisons with previous month and the same month budget.
- Reconcile the supplier ledger with supplier SOA and make timely payment to supplier in accordance with agreed credit terms and conditions after checking all the supporting documents.

Name of The Company	Designation	Duration
Master Group of Industries	Accounts Officer	Mar 2018 To Jan 2021

Key Responsibilities:

- Communication with procurement team and supplier to issue SOA.
- Reconcile vendor statement of account (SOA) to find and resolve discrepancies if any.
- After payment approval, prepare cheque/transfer order and take sign from the cheque signing authority.
- Communication with supplier for payments & cheque collection.
- Posting of payment into the system and maintain register for all the cheques issued for payment.
- Verification and recording of inward & outward gate passes.
- Maintain register of all the petty cash expenses paid.
- Posting prepaid expenses and amortize over the actual period basis.
- Preparation of sales invoices, credit notes, receivable aging report & collection report.
- Reconcile customer accounts with ledger balances.
- Book-keeping & filing for future references.
- Providing SOA to customers and sales recovery team for proper follow-up.
- Bank reconciliation, aging analysis and planning for future recoveries.

Educational Qualifications:

- Bachelor of Business Administration – BBA (Hons)
- Intermediate In Commerce – (ICOM)
- Matriculation – (Science)

Computer Skills:

- Microsoft Excel
- Microsoft Word
- Outlook
- QuickBooks

Language Proficiency:

Languages:	Proficiency:
English	Fluent
Urdu (Hindi)	Native
Punjabi	Native

Personal Information:

Date of Birth	15-April-1996	Nationality	Pakistani
Marital Status	Married	Gender	Male

Declaration:

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief.