

ASIM SHAHID



ABUDHABI U.A.E (Currently in Pakistan)

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OBJECTIVE

Experienced, detail-oriented accountant seeks a position in Finance which will allow utilization of my knowledge, problem-solving skills and development analytical skills, as well as an advanced understanding of popular accounting and tax software.

EXPERIENCE



EMDAD Gulf Catering Logistics LLC, UAE

Accounts Executive (Oct 2018 to Jan 2022)

- Managed financial & Cost accounting and reporting, directly reporting to Finance Director
- Preparing Monthly Bank Reconciliation of company bank Accounts.
- Recording, analyzing, reconciling general ledger accounts and financial reporting
- Perform General Journal entries like petty cash, payments of expenses, bills and etc.
- Preparing profit & loss statement, Balance sheet, MIS and Financial Reports.
- Maintain and update the Fixed Asset register and prepare the depreciation schedule.
- Entering all adjusting entries if required like prepaid, accrued expenses and etc.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs & analyzing performance through KPIs.
- Looking after all matters related to Accounts payables like Management, Credit Control and Reconciliation of Accounts with suppliers. Accounts Receivable and Payable Entries in Financial Accounting system
- Preparing Accounts payable & Accounts Receivable Aging Reports
- Monitoring & maintaining records of Post Dated Cheques
- Debtors Account, Creditors Account and other ledgers etc.
- Handling the online banking transactions, Payments to suppliers, interbank transfers and third party transfer.
- Liaise with & assist external auditors; implement recommendations if any; take corrective action wherever required.
- Preparation of Payroll
- Any other Assignment Assigned by management.

EDUCATION

MBA FINANCE

Virtual University of Pakistan



Bachelors of Commerce
(University of the Punjab,
Lahore, Pakistan)



PROFESSIONAL

- ERP Exposure on Focus, Oracle, Amber, Infor, etc.
- Financials up to Finalization
- Problem Solving Skills
- Adaptability, Collaboration
- Leadership Qualities

ACHEIVEMENTS

- Implementation of Focus-8 & INFOR WMS

Negotiated old Payables and settled with 20 to 30% discount

PERSONAL DATA

Date of Birth: 19-04-1982

Nationality: Pakistani

Visa Status: Cancelled

Elite Global Catering Company L.L.C



General Accountant (Feb 2016 to Sep 18)

Main Job Tasks and Responsibilities

- Proficient in handling Accounts Payable Management and Accounts Receivable Management.
- Preparing of cheque against suppliers payment after reconciliation of Accounts & maintaining records of issued, un-presented and PDC.
- Reviewing the bank reconciliation statement and balance reconciliation with customers and vendors and preparing confirmation letters on monthly basis, addressing discrepancies where necessary.
- Pass the journal entries such as sales, cost of goods sold, Expenses, other incomes, prepaid expenses, accrued/payables expenses & accrued/Receivable incomes, provision Etc.
- Preparing Profit & Loss Account, Cash Flow Statement and Financial Position on monthly Basis.
- Submission of Statement of Accounts for Debtors / Creditors to respective Department Heads in regards of Payment/Receipts as per Credit Period terms.
- Finalized payroll as per (WPS) monitored respective divisions/sites and reconcile payroll data with accounts including commissions, accruals, advances and deductions.
- Calculating the input & output VAT and Filing the VAT Return as per the UAE VAT Law.

Elite Restaurants Management Company, Abu Dhabi, UAE



Accountant & Purchasing Supervisor (April 2013 - Jan 2016)

Job Description:

- Handling of Petty cash and cash related transactions with required approvals and documentation.
- Monitored fixed asset register and recording additions, disposals and revaluations.
- Charging depreciation on fixed assets and pass the adjusting entries in
- Arranging with supplier for RFQ, preparing the price comparisons while keeping the Brand, Packaging & Country of Origin.
- Preparing the LPO's in system and taking the approval from operations and send to supplier.
- Arranging with the suppliers for on time delivery as per Approved LPO, Follow up with supplier for short delivery of items and arranging with others supplier if required.

PANTHER TYRES LIMITED, Sheikhpura - PAKISTAN.

SENIOR ACCOUNTS OFFICER

Sep 2008 to Dec 2012.



Primary Job Responsibilities

- Compile and analyze financial information to prepare entries to accounts, prepare payments and receipt vouchers such as general ledger accounts, and document business transactions.
- Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
- Perform General Journal entries like petty cash, payments of expenses, bills and etc.
- Preparation of Payroll.
- Preparing Monthly Bank Reconciliation of company bank Accounts.
- Monitor and review accounting and related system reports for accuracy and completeness and also resolve accounting discrepancies.

Other Jobs.

SILVER FIBRE SPINNING MILLS July 2007 to Aug 2008

ATLAS HONDA LIMITED (Aug 2004 to Nov 2006)

Rustam Sohrab Cycle & Motor Cycle Factory (May 2002 to Aug 2004)