

Name: Yousuf Bilal
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Visa Status: Visit Visa 03 Months Up to Mar 13,2022.
Driving License: UAE, LTV
Passport # BN3700423
D.O.Birth: 12-Nov-1983
Nationality: Pakistani
Marital Status: Married

PROFILE

- 8+ years of experience as an Accountant/Assistant Accountant/Accounts Assistant in UAE, Oman & Pakistan with 2 years in UAE.
- Valid UAE Driving License.
- Professionally qualified with Master's & Bachelors in Commerce – Accounting & currently pursuing CPA from the Institute Certified Public Accountants of Pak.
- Have excellent working skills in MS Office Applications, Tally & Advanced Excel.
- Good knowledge of UAE VAT system.
- Excellent communication in English, Arabic & Urdu.
- Strong analytical skills coupled with an impressive commitment to excellence and an ability to drive efficiency and financial performance improvements.
- Well-disciplined with proven ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadline schedules.
- Effective communication / interpersonal skills and a team player; interact positively with a wide range of people, and establish relationships based on respect.
- Exceptional problem-solver with keen ability to resolve accounting issues, provide for business processes for the improvement.
- Exceptional analytical skills & an ability to provide financial information to all areas of the business whilst ensuring all management information is accurate.

EDUCATION:

M.Com from Baha Uddin Zakriya University Multan, Pakistan
B.Com from University of the Punjab, Lahore

Professional Experience Details:

AMG-Thai union Feed Pvt Ltd (Pak-Thai JV) Lahore
(Manufacturing & Distribution)

Designation : Associate Accounting & Finance
Duration : Aug-21 to Nov-21

Responsibilities :

Invoicing, SOA to Customers, Bank & Ledgers Reconciliation
Payment Follow up, Sales Reporting, Petty Cash Management
Financial Vouchers Recording (JV,CP,BP,CR,BR)
Financials, Bank Reconciliation,
Account Receivables, Stock in Trade WIP/F.G, Production – Manufacturing.

Work Experience (UAE)

AL-SAFA TRANSPORT LLC, Sharjah, UAE
(Freight Forwarding Company)

Designation : Accountant
Duration : Sep-17 to Nov-19

Responsibilities:

Daily updating all accounting entries into the accounting software, Maintaining General Ledger preparing other Statements required by management, SOAs to Customers & Timely Payment Collections.
Preparing Sales Invoices and keeping track of all daily sales
Keeping track of all payments and expenditures & Accounts Payable & Receivable.
Bank Reconciliation Statement.
Preparing Purchase VAT report and Sales VAT report on monthly basis.
Responding to vendor invoices.
Ensuring that all payments are made in accordance with company policy.
Resolving payment discrepancies and disputes on behalf of the company.
Preparing MIS Reports, Profit and Loss Account, Balance Sheet.

Work Experience (Oman)

IB INTERNATIONAL LLC, Muscat, Sultanate of Oman
(Civil & Construction Works)

Designation : Staff Accountant
Duration : March 2015 to April 2016

Responsibilities:

Maintaining Books of Accounts.
Preparing Day Books & Ledger accounts
Managing Accounts Receivables and Payables.
Prepare reports on weekly, monthly or annual basis including budgets, bank positions, Aging reports & other MIS reports.
Preparing CRs, BRS, BP, CP, JVs & monthly Expenditure Report.
Managing petty & main cash account.
Reconciliation of Costing and Financial Statements.
Review of source documents to ascertain compliance with Internal Control Procedures.

SAMA OVERSEAS LLC, Muscat, Sultanate of Oman
(Civil & Constructions Works, Infrastructure)

Designation: Accounts and Audit Assistant
Duration: November 2012 to November 2014

Responsibilities:

Reconciliation of Bank, HO, Branches, Debtors, Creditors, Stock, etc.
Maintaining payroll.
General accounting including accounts receivable, accounts payable, payroll, jobcosting and general ledger posting.
Process accounts receivable and understand the construction billing and collections.
Calculate and invoice general contracting fees and allocate payroll to projects
Responsible for Construction accounts receivable tracking, management, and reporting.

DAWLANCE GROUP OF COMPANIES PVT LTD, Lahore, Pakistan

Designation : **Branch Accountant**
Duration : January 2008 to July 2012

Responsibilities :

Cash payments, cash receipts, bank receipts, bank payments, purchase vouchers.

Various journal vouchers and their posting

Responsible to take care of sales tax matters, monthly returns submission, sales tax records, production records and their audits and issuance of local sales invoices and sales tax invoices.

Reconciliation of Bank, HO, Branches, Debtors, Creditors, Stock, etc.

Recording Material Receipts, Material Deliveries, Inventory Records, Stock Counting.

Process accounts receivable and understand the construction billing and collections process. Calculate and invoice general contracting fees and allocate payroll to projects.

Maintain up-to-date billing system Generate and send out invoices Follow up on collect and allocate payments Carry out billing, collection and reporting activities according to specific deadlines Perform account reconciliations Monitor customer account details for non-payments, delayed payments and other irregularities.

Computer Skills:

Tally ERP

QuickBooks

Tungsten

Tradeshift

TOS, FoxPro

MS Office (MS Word, Excel, PowerPoint)

Personal Attitudes:

Effectively meet deadlines, achieve targets and work under pressure.

Company success driven – passionate about company's product line.

Excellent communication skills

Declaration: I hereby declare that the above mentioned information's are true and correct to the best of my knowledge and belief.