

UMAR TARIQ

(ACCOUNTANT)



Contact Detail

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Email : umart8786@gmail.com
Language : English, Urdu, Hindi
Qualification : Master of Commerce

Personal Detail

Date of Birth : 16th Feb 1992
Nationality : Pakistan
Religion : Islam
Joining : Immediately

Professional Objective

To work for an organization with dedication, commitment and empathetic approach through a genuine desire to assist in demanding situation and challenging environment for growth opportunities. Seeking employment in challenging environment where capability of my knowledge, skills and 5years experience in accounts field can be fully utilize for organization and personal growth.

Work Experience (5 Years)

<u>Organization</u>	<u>Country</u>	<u>Industry</u>	<u>Designation</u>	<u>Tenure</u>
Asia Bolts Industries LLC	UAE	Manufacturing	Accountant	Jan, 2020 to Jan 2022
Master Group of Industries. Pakistan		Manufacturing	Assistant Accountant	Jan, 2017 to Nov, 2019

Area of Expertise Skills

VAT Return Filing	Account Payable	Account Receivable	Bookkeeping	Financial Reporting
Internal Auditing	Bank Reconciliation	Documents Controller	Petty Cash	Inventory Management
Sales Invoicing	Closing Entries	Fixed Asset Register	Payroll	Prepaid Schedule
Analytical Skills	Mathematical Skills	Team work aptitude	Handle High pressure	

Software Skills

Oracle ERP.

Standard invoices, Debit note, Credit note, Vendor payments, JVs, Transfers, Etc.

MS Excel.

Advanced Formulas (Sumifs, IF, Vlookup, Match, Concatenate, Round, Len, Min, Max, Average, Countifs, Etc.)
Pivot table, Slicer, indexing, Macros, Tables, Charts, Dashboards.

LIMS Operating System

MS Word

MS Power Point

Outlook

Work Experience Detail

<u>Organization.</u>	Asia Bolts Industries LLC	<u>Reporting</u>	Finance Manager
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Brief Job Description:

- Quarterly VAT return Filing on FTA portal, Reconcile Sales & Purchases on monthly basis. (Segregation of Standard Rated, Zero Rated, GCC Registered & Exempted Supplies and Segregate Claimed & Unclaimed VAT on Purchases).
- Prepare Sales invoices on work certified basis and Handle Intercompany Sales invoices.
- Handle payments to Subcontractors and suppliers, Making PDC, CDC Cheques, TT, and Online Transfers.
- Handle Salaries as per WPS, Leave settlements, Gratuity & Increments.
- Handle all bank activities and prepare Bank Reconciliation Statement on monthly basis.
- Provide all Supporting documents to Auditor for external Financial and Tax Audit. Doing ICV Audit also.

- Prepaid Schedule, Fixed Asset Register, Depreciation Calculate, and Accruals Booking on monthly basis.
- Streamline daily operations while actively preparing daily expense report, Account Payable Report, cash receipts,
- Making Monthly Sales, Inventory Aging, KPIs, Payable and Receivables Aging Reports in Excel.
- Prepare monthly Financial Reports (Balance Sheet, Income statement, Cash Flow Statement).

Organization. **Master group of Industries** **Reporting** Accounts Manager

Brief Job Description:

- Posting and processing journal entries to ensure all business Transactions are recorded in ORACLE system.
- Processing and posting of Vendors and Customers Invoices, Payments and performing month-end reconciliation of the balances.
- Prepare payroll and transfer into bank and ensure the employees deductions.
- Update financial data in the database to ensure that the information will be accurate and immediately available when needed.
- Prepare all the necessary reports on monthly, quarterly, and yearly basis, and perform the task as required by the Accounting Manager.
- Verify bank deposits and bank payments and reconcile with bank statement.
- Assist in procurement, internal audit, and budget preparation activities.

Academic Achievement

<u>Degree</u>	<u>Year</u>	<u>Institute</u>	<u>Major Subjects</u>
M.COM	2015	University of the Punjab	Financial Reporting, Management Accounting, Auditing, Taxation, Strategic Management, Business Economics.
B.COM	2012	University of AJK	Advance Financial Accounting, Cost Accounting, Information Technology, Auditing, Business Math.

Professional Trainings

- **Advance Excel** Advanced Excel formulas (Sumifs, IF, Vlookup Etc.) Pivot tables, Slicer, Charts,
- **VAT Training** Detail training of VAT implementation in UAE.

Hobbies

- Net Browsing, Movies, Plying Football, Islamic Literature, Social activities.
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