

ARSHAD MEHMOOD NADEEM

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OBJECTIVE

To work in a challenging and growth-oriented position with the aspiration to give the best of my qualifications and abilities.

ACADEMIC QUALIFICATION

MBA (Finance) University of the Punjab Lahore Pakistan.
B.Com P- 1 University of the Punjab Lahore Pakistan.
B.A University of the Punjab Lahore Pakistan.
F.S.C. Govt College Sargodha Pakistan
S.S.C Sargodha Board.

COMPUTER KNOWLEDGE.

Window-2000 XP
 Microsoft Excel
 Microsoft Word
 Accounts Software, Peachtree, Tally, Sun System, QuickBooks.

PROFESSIONAL EXPERIENCE

Oct 01,2021 to Update

HYM Properties & General Trading

1-White Boutique Uniforms Factory LLC

Working as a Sr. Accountant

- *Provides financial and technical support to management*
- *Cash management operations including creation and input of forecast data in cash management system and responsibility for cash positioning*
- *Assist in budgeting, re-forecasting.*
- *Assist in the annual audit process*
- *Supervision and oversight of Production and other services*
- Supervision and ensuring all kinds of payments (Petty Cash, Cash Purchase & Supplier's payments)
 - *Completes special projects as assigned by management*
- Ability to provide efficient, timely, reliable and courteous service to customers
- Ensure completeness and accuracy of accounting procedures relating to real estate transactions

Jan 07 2019 to Sep 27, 2020

I have worked with **SHOT Group Abu Dhabi**, as a Sr. Accountant.
Group Consist of: Shot Specialty Café (Four Branches) & Shot Foodstuff Catering
Involved in Events.

Like Adnoc, Liwa, ADIBF, Yas Marina, Dewa Dubai, HRA Khalifa Park, Mother of
Nation, Zayed Sports City etc

Job Responsibilities: -

- Handle Accounts Receivables and Payables Ledgers, posting & verification of supplier/vendor invoices.
- Recording all kinds of accounting transactions in software
- Daily Reconciliation of PDCs Receivables/ Payables
- Preparation and submission of VAT return
- Preparation of Financial statements including Balance Sheet, Income Statements, Statement of Cash Flows
- Annual Budget Preparation, Scheduling of Expenditures, analyzing of Variance and action.
- Consumption Report.
- Preparation of Managements accounts on monthly basis.
- Cost controlling & wastage Control
- Preparation of Fixed Assets Register.
- Timely reconciliation of receivables, payables, bank, and cash balances.
- Supervision and ensuring all kinds of payments (Petty Cash, Cash Purchase & Supplier's payments
- Managing payments. Cash & Credit Cards.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Monthly closure of Books of Accounts.
- Supervision of Purchasing of Raw Material & Inventory.
- Completes external audit by analyzing and scheduling general ledger accounts and providing information for auditors.
- Dealing with Banks and Cash handling.
- Preparation of monthly Salary (WPS).

August 2014to December 25, 2018

I have worked as an Accountant with **Barracuda Restaurant LLC** (Sea Food Arabic Restaurant) (Three **Branches**) and Hadoota Mysria Restaurant

Job Responsibilities: -

- Recording all kinds of accounting transactions in software.
- Prepares payments by verifying documentation, and requesting disbursements.
- Profit & Loss A/C & Balance Sheet on monthly basis & for annual audit.

- Reconciliation of Suppliers Accounts.
- Inventory Reconciliation
- Supervision and ensuring all kinds of payments (Petty Cash, Cash Purchase & Supplier's payments)
- Items costing and Take Measures to reduce cost of Sales. & Wastage Control.
- Preparation of Monthly Payroll of Min 100 employees.
- Preparation of Employee leaves Settlement, Leave Salary and final settlement, Air Ticket loan request as per UAE Labor law.
- Attendance Verification with matrix Pay system generating attendance (Finger Print Machine attendance).
- Preparation of Accounts Up to Finalization.
- Reconciles financial discrepancies by collecting and analyzing account information
- Supervision of Purchasing of Raw Material.
- Computing VAT and prepare tax returns.
- Manage the cash collection plan and petty cash expenses
- Managing payments. Cash & Credit Cards.
- Dealing with Banks and Cash handling.
- Monitoring and preparation of daily Bank position.
- Reconciliation of Banks Statements
- Preparation of monthly Salary (WPS).
- Manage other different tasks assigned by the management

August 2009 to Sep 2013 (U.A.E Sharjah)

I have worked as a Accountant with **Armetal Metals Moulding &Ind L.L.C Sharjah**. Interior decoration Work (Steel Fabrication & Decoration work, Wood Furniture, S.S & Aluminum) Manufacturing & Installation (working as sub- contractor) Manufacturing of School Furnitures, Home Furniture, Wooden Handrails, Pergola, Doors etc Manufacturing in steel & Stainless Steel like, Cat ladder, Steel handrails, Window Grills, Fire Boxes, Steel Chairs, Tables etc.

Job Responsibilities: -

- Managing Site requirements.
- Overall supervision of Site.
- Purchasing Material & Inventory control
- Preparation of Quotation & Purchase Order.
- Identify solutions to reduce cost.
- Job Costing of All Kinds of Furniture, Steel Fabrication, Aluminum Items.
- Evaluate Production costs, gain & Losses and month end closing Data.
- Monitor customer accounts, details for non-payments and other irregularities.
- Preparation of Salary Sheet, WPS ETC
- Bank Reconciliation & Petty Cash
- Preparation of budget on the basis of Past years data.

- Profit & Loss A/C & Balance Sheet on monthly basis & audit Reports.
 - Periodical reconciliation of Debtors and Creditors & monthly reports. Like
Manage other different tasks assigned by the management.
 - Preparation L/C documents for Import and Clearing
 - Dealing with Banks for Import, Export and other financial matters like Funds
Transfer.
 - Direct report to Managing Director.
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PERSONAL PROFILE

Father's Name	Muhammad Yaqub
Marital Status	Married
Contact #	050-437-0-467
E-mail:	ars.mehmood67@gmail.com
Visa Status	Employment Visa (Accountant)
Nationality	Pakistan.