



ZAWAR GUL

SHARJAH UNITED ARAB EMIRATES

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CAREER OVERVIEW

- Over 8 Years' Experience in Finance and Accounts.
- Excellent skills in Finance & Accounts, gained through academic education,
- Professional certifications and experience.
- Strong communication skills.
- Ability to work under pressure and quickly adapt to changing business needs and environments.

EMPLOYMENT HISTORY

Orient Cargo Agency LLC (JAFZA UAE).

Apr'2017- Present

(WORKING AS ACCOUNTANT)

- Preparation of PV for AP and Expenses include petty cash Reimbursement.
- Handling petty cash on a daily basis.
- Cash payments of transporters.
- Prepare local suppliers' payments.
- Following up with the customer for the payment.
- Preparation airlines sale reports. (Fortnightly and Monthly basis)
- Checking of CASS reports.
- Booking of expenses i: e(Dubai customs, Sharjah Aviation, Shj Customs, Dp World, Dnata).
- Awb's stock updating
- Bank reconciliation.
- Monthly Jobs checking.
- Invoicing to the customer.
- Any other duties/ responsibilities as and when assigned by the management.

Rawabi Al-KhairTraders (Aluminum Products). Nizwa Oman July 2013 – Apr'17

(WORKING AS ACCOUNTANT)

- Handling Petty Cash Expenses.
- Prepare the vouchers of payment and receipt.
- Posting the daily transaction in Company Software.
- Check & Balance the companies' Receivable & Payable.
- Weekly Payments of Suppliers.
- Prepare Bank Reconciliation Monthly.
- Prepare Staff Monthly Salaries.
- Give the Final Picture to the Boss.
- In the month end audit of inventories (Aluminum, Accessories).
- Sales of Aluminum products and Sales of Design Glass.

Rollins Industries (Pvt) Ltd. Pakistan.

Nov'08 - July'13

(WORKED AS ACCOUNTS ASSISTANT)

- Create vouchers of Payments and Receipt voucher in Accounting Software Sage Accpac ERP system.
- Check monthly petty cash expenses file.
- GRN and DO entry of the finish Stock in Sage Accpac and SAP System (MM).
- Enter GRN & Supplier invoices of the raw material of purchases in ERP system.
- Handling the LC control, A/c on excel and Sage Accpac System.
- Give the detail of the supplier payable & makes cheques.
- Making Supplier Income Tax Details weekly, monthly on Ms Excel.
- Making Weekly Sales Tax Invoice.
- Audit of the finish stock.
- Bank Reconciliation on Ms Excel.
- Reconciliation of Trade Creditors Ledgers.
- Reconciliation of the provision a/c.

Salman Builder and Developers Hyderabad, Pakistan.

Apr '07 - Nov'08

(WORKED AS ASSISTANT ACCOUNTANT)

- Make Payments Vouchers, Receipts Voucher, Bank Reconciliation.
- Entry in the General Ledger. Making a Trial Balance.
- Make the financial statement and report to our managers using Ms Office.
- Look after the Petty Cash.
- Taken Receipt from the Customers.

ACADEMIC QUALIFICATIONS

Master in Business Administration (Finance)

University of Sindh Jamshoro. [Pakistan].
2009 – 2011.

Bachelors in Commerce.

Govt. Sachal Commerce College Hyderabad [Pakistan].
2006 – 2007.

H.S.C. / Pre-Engineering.

Government Degree College Hyderabad [Pakistan].
2003 - 2004.

PROFESSIONAL TRAININGS

Accounting Workshop at Mustafa Chartered Accounting Firm. [Pakistan]
Training of SAP ERP System on Material Management. [Pakistan]
Training of Sage Accpac ERP System Complete Software. [Pakistan]
Training of Peach Tree Accounting Software. [Pakistan]

COMPUTER SKILLS

Operating System: Windows XP, Windows 7 & Windows 8.

Package: Microsoft Office, 2003, 2007&2010.

Tools: **Peach Tree, Sage Accpac ERP System & SAP System [MM].**

PROFESSIONAL SKILLS

Strong in Accounting, Auditing, Tax Details, Payment Voucher, Receipts,
General Ledger Reconciliation,

Bank Reconciliation, LC Control, GRN GFN Entry. Invoice Entry.

Father Name	ANJUM AZHAR YOUSFI [Late]
Date of Birth	May, 07th 1986.
Marital Status	Married.
Nationality	Pakistani.
Language Known	English, Urdu
Passport Number	EK4791161.
LICENSE	LIGHT VEHICLE AUTOMATIC