



PROFILE SUMMARY

ACCA (Finalist) & B. Com (Finance) having experience of more than 3 years in Hospitality, NGO and Manufacturing sectors. Worked as an assistant accountant and general accountant. An ideal mix of accounting and management experience ranging from the general ledger, payroll, AP / AR & reconciliation.

Umar Ali

Accountant

0545353774

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Functional Specialization

- Bookkeeping
- General Ledger
- Managing Company Accounts Payable & Receivable
- Administration

Association of Chartered Certified Accountant (ACCA Finalist)

Accounting and Finance

Bachelor of Commerce (NUML Islamabad)

Major in Finance

Advance Diploma in Accounting and Business (ACCA)

Major in Accounting and Business

PROFESSIONAL EXPERIENCE

Sectors

Savora Food Industry LLC (Dubai) Dec 2019 (continue)

Accountant

Participative Development Initiative (NGO, Pak) Jan 2019 - Nov2019

Assistant Accountant

Pearl Continental Hotel, Peshawar (Pak) Oct 2017- Jan 2019

Assistant Accountant

JOB DESCRIPTION IN ABOVE CORPORATES

- Creating and processing invoices.
- Communicating with clients regarding billing and payments.
- Address and respond to vendor inquiries.
- Checking and selection of payable vouchers from receiving, verifying bills with P.O/CPO /CEA and receiving report and check invoices as to quantity and prices with other records.
- Checking and posting of payable vouchers and confirm the costing of invoices from all aspects. Ensure posting into proper account head and make sure the invoices duly signed and stamped by the concerned department.
- Review and reconcile invoice discrepancies.
- Review invoices for appropriate documentation prior to payment.
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements.
- Performing account reconciliations.
- Investigating and resolving any irregularities or enquiries.
- Following up with past-due accounts for collections.
- To maintain and responsible for recording cost of an organization's newly added, tracking existing ones, which can be tangible or intangible, and calculating and recording their depreciation.
- Identify company's fixed asset by looking at vender file and receiving accounts payable transactions.

- Involves keeping track of their company's fixed asset by physically going to see them and observing for theft, damage or other situations that could hamper their functionality.
- Maintain a master list of monthly journal entries.
- Enter all journal entries into the accounting software.
- Record supporting information for all journal entries.
- Ensure the costing of all payment vouchers Payables.
- Maintain proper file on paid stamp vouchers.
- Preparing all closing schedules and reconciliations before due date.
- Checking and ensuring accounting transaction are fully compiled as per accounting standards.
- Providing financial information to management by researching and analyzing accounting data.
- Support accounting clerical staff in various activities, such as reconciling financial discrepancies in various financial activities.
- Preparing daily purchase, sales and inventory stock report.
- Ensuring the accurate and timely monthly, quarterly and year end closing.
- Preparing Bank Reconciliation on monthly basis.

CORE STRENGTHS & ENABLING SKILLS

Technical Skills & Trainings

- | | | |
|--------------|-------------|--------------------|
| • QuickBooks | • Tally | • Microsoft Office |
| | • Real Soft | • Opera PMS |

LANGUAGES

English, Urdu.

NATIONALITY & VISA STATUS

- Nationality: Pakistan
- Visa Status: Employment Visa