



Arslan Saeed Tarar

Hor Al Anz Deira
Dubai
UAE. On Visit Visa Till 31st
March 2022

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QUALIFICATIONS

ICS (Computer Science) From Superior Science College
B-Com From AIOU
PIPFA (Pakistan Institution of Public Finance Accountant) Since 2011

TRAITS

- Pro in Tally 9 & Desktop QuickBooks
- Pro in MS Excel (Macro VB Experience) Reporting
- Pro in Stock Management
- Pro in Customised Reporting
- Pro in Reconciliation
- Prepare P&L monthly yearly
- Tax Filling Experience (Pakistan)
- Theoretically Understand VAT UAE
- Intermediate with IAS
- Beginners with IFRS
- English & Hindi

COMPUTER SKILLS

- More than 10 years experience from Basic Office work to Financial Matters.
- Vast and practical Experience in Different Self-Designed and branded **ERP (Enterprise Resource Planning)**
- Have more than 3 Years Experience in Intuit QuickBooks Desktop and web based version.
- As well as personal know how in Oracle accounting Demo Versions.
- Also have doing a great practical and professional work on MS Office or Relative software since 2007.
- Vast Experience in Stock taking and management.

ACCOMPLISHMENTS

- Strategically restructured financial department and reporting processes in accordance with organisational changes.
- Reduce monthly closing cycles with identifications and recommendation of enhanced closing procedures.
- Timely financial statement fillings with Tax authorities.
- Evaluate, design, implement new chart of accounts and new accounting system (Tally ERP 9) General ledger, accounts receivable, accounts payable and treasury.
- Oversee General Accounting Functions, including A/R and A/P, account reconciliation and cash management.
- Financial Management Functions including development of monthly/quarterly financial statements, Financial forecasts and budgets.

Bikes Shop Dubai

16 Jan 2022 — Present

Accountant cum Administrator

Responsibilities:

- Daily closing
- Cash control
- Customer services
- D2D Filling
- D2D Report to CEO
- VAT FILLING

Master Plastic Pack, LTD

28 JAN 2021 — 31 Dec 2021

Accounts Executive

Responsibilities:

- Daily Stock Management Report
- Daily Journal Entries Related Expenses
- Maintain weekly Accounts Receivable
- Weekly Monthly Bank Reconciliations
- Prepare Monthly P&L And Sales Tax Initial Matters

**BOSS Moulded Furniture,
Pakson International Plastic
INDs (PVT) LTD, Model Town
Gujranwala**

13-OCT-2019 — 11 JAN 2021

Procurement Operation Manager

Responsibility:

- Maintain and inspect all operational activities Related Procurement.
- Established good relationships with Parties.
- Maintain stock turnover .
- Inspect Quality Control.
- Inspect the payments made in time.
- maintain all operations as per Companies SOPs..

**Pioneer Industries PVT LTD,
Near More Eminabad, GT Road
Gujranwala**

5-May-2009 — 10-August-2018

Accountant

Responsibility:

As an **Accountant** Having more than 10 years experience in all aspect of Accounts, Cash Control, Receivable, Payable, General ledger, accounting software, maintain all records of purchase and sale parties, general entries, manual accounting records as well

References available upon request.