

UMAR TARIQ

B.Com (10+ Years Working Experience)

Cell: +971-522790600

Email: umartariq167@gmail.com



CAREER OBJECTIVE

I want to become a successful professional by working in leading organization that may provide me an opportunity for career building as well as chance to utilize my abilities to the maximum.

EDUCATION SUMMARY

2003 – 2005 Bachelors of Commerce (B.Com) Graduation	University of the Punjab - Pakistan
2001 - 2003 Higher School Secondary Certificate Intermediate	B.I.S.E. Lahore - Pakistan
1999 - 2001 Secondary School Certificate Matriculation	B.I.S.E. Lahore - Pakistan

PROFESSIONAL EXPERIENCE

NASEER ADVERTISING (Sharjah-UAE)



General Accountant (June 08, 2020 till Date)

Job Responsibilities:

- Prepare Accounts Receivable and Payable analysis and aging reports
- Prepare Monthly Bank Reconciliation Statements
- Posting AP invoices in system from local and international suppliers
- Monitor accounts payable aging to ensure payments are up to date as per suppliers credit limit
- Bank reconciliation and monthly cash forecasting for the payments
- Manage and control petty cash activities and reporting
- Prepare and process monthly payroll, transfer to bank (WPS System)
- Prepare and process invoices for sales and services rendered
- Monitors accounts receivable aging to ensure collection are up to date as per the customer's contract
- Reconcile the accounts receivable ledger to ensure all the payments are properly posted
- Preparing periodic financial statements and other MIS reports Prepare the documentation for the

renewal of all tenancy contracts

- Arrange the documents for the renewal, cancellation and changing of visas of the employees
- Manage all admin tasks regarding time schedule, license and property renewals

BETOMATIC MIDDLE EAST (Sharjah-UAE)



Payroll & Payable Accountant (June 20, 2015 to March 02, 2020)

Job Responsibilities:

- Manage and control complete accounts payable.
- Processing Supplier invoices by matching them to Purchase orders and posting them ERP system.
- Reviewing Prepayment Report & following up for invoices against Advance Payments to suppliers.
- Handling monthly reoccurring payment like Admin bills / Contractors bills / Utilities bills etc.
- Managing local and commercial invoices and Pricing of shipments.
- Preparing Bank Reconciliation Statements to manage the payments and cash flow.
- Handling also Petty Cash Payment and tally the cash record periodically.
- Reconcile all the employees' records regularly for any deductions of Loans and Advances.
- Update employee records regarding salary increment or departmental changes.
- Maintain WPS record of salaries for smooth operations in labor department records.
- Coordinate with Human Resource for the new hiring staff or any changes in existing staff.
- Preparation & filing of VAT return as per the schedule

HIMONT PHARMACEUTICALS (Pvt.) Ltd. (Pakistan)



Accounts Executive (May 09, 2011 to March 18, 2015)

Job Responsibilities:

- Responsible for Accounts Receivable & Payable
- Maintenance of Parties Ledgers & arrangements of Payment schedule
- Preparation of Parties Ledger reconciliation
- Monitor accounts and ensure balances are up to date
- Preparation of Bank Reconciliations
- Maintain financial security by following internal controls
- Responsible for preparation of monthly Payroll
- Calculation of different incentives according to Sales Schemes (Qualitative & Quantitative)
- Calculation of Provident Fund and deduction from Payroll and monthly update P. Fund ledger
- Preparation of monthly wages
- Calculate employee's final settlements
- Assist to prepare financial statements & control check by Finance manager

COMPUTER SKILLS

Application Packages:

- Microsoft Office, Internet concepts and knowledge in software installation

Accounting Packages:

- Tally, Quick Books, DacEasy & Oracle ERP

KEY STRENGTHS

- Ability to establish and maintain professional relationships with colleagues and external bodies
- Punctual and hard working nature
- Ability to take up a task with positive attitude in a tough pressure environment
- Ability to quickly adapt to complex environments and to maintain high quality standards

PERSONAL INFORMATION

Father's Name:	Muhammad Tariq Rafeeq
Date of Birth:	July 16, 1985
Marital Status:	Married
Languages:	English, Urdu, Punjabi
Nationality:	Pakistani
Passport No:	CC 7965182
Visa Status:	Employment Visa
Visa Expiry:	August, 2022