

MUHAMMAD UMAR PERVEZ

United Arab Emirates

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Employment Visa
Immediately Available



PROFESSIONAL SUMMARY:

I am having diversified experience of +4 years. Proven track record in the field of accounts and general ledgers. Expert in preparation of Financial Statements and Income Statement and internal controls evaluations. Hands on experience of different accounting customized software.

ACHIEVEMENTS:

- Prepared the internal control system for stock movement from Store to point of sale which resulted in reduction of stock shortage, hence increasing the total revenue of the company.
- Prepared financial statements by compiling data from raw form and meeting the requirement of Auditors in short time period which resulted in an unqualified report.
- Lead the team of Accounts department in implementation of new accounting software and successfully completed the task within deadlines.
- Streamlined the rental payment process of by implementation of property management module with the help of IT and Accounts Department and integrating it with the existing system.
- Introduction of Gate inward/outward pass thus reducing the risk of stock misplacement as the movement of stock became traceable and a major control on movement has been implemented.
- Identified a fraud of fake expenses at branch level and proved it with evidences at head office which resulted in recovery of fraudulent amount and disciplinary action against Branch Manager.
- Supervised a team of accounts in closing audit of joint venture. The assignment included cash and stocks reconciliations with sales and receivables.

WORK HISTORY

OCT 2017- PRESENT

UAE EXPERIENCE

KOMAL AFTAB TECHNICAL & CLEANING SERVICES

ACCOUNTANT & ADMINISTRATOR
(A Cleaning & Technical Services LLC)

- Manage all daily Administrative works
- Manage labor schedule
- Manage labor payroll & overtime system
- Manage Accounts and Projection sheet
- Prepare daily & monthly closing
- Financial Statements
- Cash Flows

MAR 2016- SEP 2017
PAKISTAN EXPERIENCE

UNIVERSAL HOSPITALITY (PVT) LTD.
ACCOUNTANT
(A Restaurant based company)

- Work on voucher, Ledgers & Trial
- Monthly & Quarterly accounts closing for Audit
- Reconciliations of accounts ledgers
- Financial Statements
- Balance Sheet
- Cash Flows

JAN 2015 - DEC 2015
PAKISTAN EXPERIENCE

RELIANCE INSURANCE CO. LTD
ACCOUNTANT
(A reputed Insurance Company of Pakistan)

- Maintaining Accounts Record (Receivable & Payable)
- Prepare monthly revenue, expense, invoices record
- Prepare Monthly Performance Report of all employees
- Worked on updated GIS software

FEB 2013 -DEC 2014
PAKISTAN EXPERIENCE

ZONG TELECOM NETWORK
ACCOUNTANT
(A Project of China Network Company)

- Maintaining books of accounting and finalizing business reports
- Prepare profit and loss statements and monthly closing
- Compile and analyze financial information to prepare entries to accounts ledger, and document business transactions.
- Prepare and review budget, revenue, expense, payroll entries, invoices.

OTHER PROJECTS

Worked on new two projects independently within a company in which I handled their capital, revenue, expense. Including all their financial records, Organized meetings between vendors and investors, showed them the real face of their investment according to the current circumstances till the opening of their projects.

SKILLS AND COMPETENCIES

- Financial Statements Preparation
- Receivable & Payable operations
- Budgeting & Forecasting
- Accounts Reconciliations
- Bank Statements Reconciliations
- Financial Reporting
- Payroll Processing
- Month-end closing
- Team Lead and Player

PERSONAL INFORMATION

- | | |
|------------------|------------------|
| • Father's Name | Muhammad Pervez |
| • Date Of Birth | February 02,1991 |
| • CNIC # | 35201-0906983-7 |
| • Marital Status | Single |
| • Nationality | Pakistani |
| • Passport No. | MN3999831 |
| • Visa Status | Employment Visa |

EDUCATION

- | | |
|--------------------------|--------------------|
| • ACCA (In Continuation) | Intermediate Level |
| • B.A (Qualified) | Punjab University |
| • I.Com (Qualified) | BISE Lahore |
| • Matriculation(Science) | BISE Lahore |

CORE SKILLS

- Command on MS Office
- (MS Excel, MS Word, MS Power Point)
- Accounting Softwares
- GIS Software
- Internet Expertise

ABILITIES

- Good Communication
- Confident at my best level
- Can work in pressurized Environment
- Flexible attitude
- A very good team worker
- Can complete tasks independently