

# **Abdul Bari**



## **Masters in Business Administration (Banking and Finance)**

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**Visa Status:** Visit Visa (Till 25-July-2019)

**Address:** Muteena – Deira, Dubai, U.A.E

### **CAREER Objective**

Seeking a challenging position in the field of Accounts, Finance, Banking, Marketing and International Trade. To work in a dynamic Multinational organization where I can show my efficiency through my skills, ability & hard work and play major role to achieved the Organizational targets and prove myself as competent resource with leadership qualities.

#### **Specialties:**

- ❖ Accounting | Book keeping | Data Entry.
- ❖ Financial Reporting | Project Management | Business Planning.
- ❖ Auditing | Resource Management | Decision Making.
- ❖ Microsoft Excel | Word | Power Point | Outlook.
- ❖ ERP | SAP | Tally
- ❖ Oracle.

### **WORK EXPERIENCE - Total 5 Years**

#### **Assistant Auditor - Sui Northern Gas Pipeline LTD**

**(August, 2017 –December-2018)**

Core responsibilities included:

- ❖ Maintaining the record of Audited files.
- ❖ Maintaining record both in hard and soft form.
- ❖ Assist in reporting of the financial reports on daily/monthly/yearly basis in the security audits, information system audits, environmental audits, etc
- ❖ Manage the reports and see to it that they are accurate, to the point.
- ❖ Assists the senior auditors to make reports which confirm with the company standards, corporate policies, acknowledged by the ISO standards.
- ❖ Coordinate the activities with the staff and the senior auditor concerned.
- ❖ Prepare balance sheets in the interest of the organization.
- ❖ Inspect and correlate the overall audit report with the balance sheets provided and report it to the seniors for approval detect frauds and bring it to the notice of the senior auditors.

#### **Account Assistant: MMG Transport Company**

**(February, 2016 –July-2017)**

Core responsibilities included:

- ❖ Prepared summaries of current financial status by collecting information
- ❖ preparing balance sheet, profit and loss statement, and other reports
- ❖ Reconciled financial discrepancies by collecting and analyzing account information
- ❖ Analyzed and maintained an adequate system of accounting records in Company's Software.(ERP)
- ❖ Enhanced the accuracy of the company's reported financial results and ensured that results comply with generally accepted accounting principles.
- ❖ Provided management job cost reports using percentage of completion method.
- ❖ Supervised the accounting department in the areas of payroll, accounts receivable and accounts payable including Tax Fillings.
- ❖ Dependably created timely journal entries to effectively revise the income statement on a monthly basis, and saved many expenses.
- ❖ Consistently reconciled liability accounts under tight time frames.
- ❖ Assists in monthly contract verifications for vendor compliance.
- ❖ Applied principles of bookkeeping, and basic accounting to the review and processing of accounting documents.

- ❖ Ability to develop and maintain working relationships with a variety of people, including vendors, general public, program participants, coworkers and supervisors.
- ❖ Assist with bulk mailing.

### **O&M Coordinator: Mobiserve Pakistan**

**(November, 2013 –December-2015)**

#### Core responsibilities included:

- ❖ Making CM reports and outage analysis after taking feedback from all C-1 teams.
- ❖ Making ER's and keeps tracking all material related work.
- ❖ Making Opex sheet for invoicing after collecting FSR's from field teams.
- ❖ Tracking of FSR's.
- ❖ 24X7 monitoring of I-Manager M2000-Ufone Huawei Terminal.
- ❖ Escalating down sites/ sectors & all alarms to field teams for corrective & preventive maintenance and tracking all open issues till the clearing of alarms/faults by strong follow up.
- ❖ Coordinate with field teams responsible for operations and maintenance for fault rectification.
- ❖ Provide feedback to operator about corrective maintenance and preventive maintenance activities when required.
- ❖ Provide technical support to field teams & site-engineers for rectification of faults.
- ❖ Prepare and circulate shift-roster for NOC team members.

### **Education**

- ❖ **MBA (Banking and Finance)** (Hailey College of Banking & Finance)
- ❖ **Bachelors in Commerce** (University of The Punjab)

### **Professional Skills**

- ❖ Financial Accounting, Preparation of Financial Statements and Analysis.
- ❖ Capital Structuring and Capital Budgeting.
- ❖ Wide and Extensive understanding of Computer Sciences.
- ❖ Quick learner to control all Company Databases and Software.
- ❖ Full command over Microsoft Office Versions (Word, Excel, Power Point),
- ❖ Posting General Entries in ERP
- ❖ Handling Account Receivables
- ❖ Full Command over CC&B (Oracle Base SNGPL Internal software).
- ❖ Command on Tally Accounting Software.

### **Personal Skills**

- ❖ Strong Analytical, Management and Decision Making Skills.
- ❖ Excellent communication skills and ability to lead and work with team.
- ❖ Experienced in working Complex Situations or multitasking.
- ❖ Ability to divide time between work and study
- ❖ Ability to work to deadlines, under pressure
- ❖ Ability to work on own initiative and as part of a team
- ❖ Good presentation and report writing skills
- ❖ Business acumen and interest.
- ❖ Able to Build Relationships
- ❖ Loyal and Discreet (maintain confidentiality)
- ❖ Able to Operate Under Pressure.

### **Personal Detail**

- ❖ **Date of Birth** 28th February 1994
- ❖ **Marital Status** Single
- ❖ **Languages** English – Hindi – Urdu - Punjabi
- ❖ **Citizenship** Pakistan

### **REFERENCE**

Will be furnished on demand