



Zohaib Siddique

Accounting & Finance Professional



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September 04, 1992



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ZohaibSiddique5



GC5465091

Why *Zohaib*?

- Highly organized, self-motivated, capable and accomplished accounting and finance professional possessing experience and expertise in Accounts and general banking operations. Qualified professional having excellent capability to deal in various financial activities across different businesses.
- Dedicated and enthusiastic self-starter having detailed knowledge in all financial aspects with ability to manage multiple tasks by enhancing efficiency in given timelines. Holds meticulous and particular expertise in practical application of Tally ERP 9, Peachtree, QuickBooks and MS Office applications.
- Knowledgeable contriver and convincing communicator with demonstrated people management skills along with problem-solving and decision making abilities. Effective team player possessing excellent leadership, planning and analytical skills with passion for continuous learning and development.

CORE STRENGTHS & ENABLING SKILLS

- Accounting & Finance
- Financial Accounting
- Financial Statements
- Financial Reporting
- Sage , Jupiter
- Wages Protection System (WPS)
- QuickBooks, Tally ERP 9, Peachtree
- MS Office Applications & Oracle
- Interpersonal & Communication Skills

PROFESSIONAL EXPERIENCE (04.5year)



AccouConsult Accounting Firm LLC, Dubai, UAE.

Working as "ACCOUNTANT", NOV 2018 to Jan 2020

Responsibilities/Accomplishments:

- As Senior Accounts and Finance my responsibilities span the entire financial aspects of the company, including the software
- Expertly preparing balance sheet, profit & loss and cash flow statements at unit level, ensuring authenticity of financial statements.
- Resourcefully coordinating with banks to monitor financial performance and fund utilization.
- Continuously following up payments and collections; evaluating debtors & creditors ageing reports.
- Efficiently managing accounts payable and receivable reconciliation with general ledger control accounts; verifying monthly accruals
- Effectively monitoring accounting operations in ERP, AP, GL, AR, TB and FA.
- Regularly planning & executing closure schedules; working with auditors to remove audit objections; submitting vat documents and filing of returns for timely completion
- Adeptly auditing & verifying vouchers related to bank payment, journal, cash payment, cash reconciliation.
- Posting sales invoices, purchase order approvals, routine checking of bank reconciliation and daily verification of gate passes
- Preparing bank reconciliation statements, managing petty cash for the monthly.

Vouchers:

- Verifying and auditing the following vouchers.
- Bank payment voucher, Journal voucher, cash payment voucher, supplier payment voucher, sight payment voucher, freight payment voucher, etc.
- Auditing & Verifying the bank deposit voucher, cash reconciliation and posting the vat tax invoices,

Shola Private Public School, Sharjah, UAE

Working as "ASSISTANT ACCOUNTANT", Jan 2017 – OCT 2018

Responsibilities/Accomplishments:

- Monitoring of Accounts receivable and accounts payable.
- Recording all transactions and making journal and ledgers.
- Handling the fixed assets register
- Preparing daily, weekly, fortnightly & monthly statements for management.
- Preparing bank reconciliation statements.
- Preparing monthly payroll, advance payments to employees.
- Arranging site visits to different group of companies and prepare audit reports regarding production, inventory, cash balances, stores, employees strength, time office record and give proper suggestions to the management for planning, control and implementation of effective policies to grow rapidly.
- Preparing balance sheet and profit & loss statement
- Internal check of monthly accounts, and preparing statement on that accounts
- Check and sign daily payment vouchers of different parties
- Managing petty cash and made entry

Professional Achievements:

- ✓ Received "Employee of Month" for December 2016

Additional Experience:

- ✓ Worked as "Reliance weaving (Pvt.) Limited, Multan, Pakistan, from April 2015 to May 2016

Working as "Assistant Accountant",

Languages

- ✓ **Fluent in the following languages (both written and spoken):**

- (1) English (2) Hindi (3) Urdu (4) Arabic (little) (5) Punjabi

Additional Certificate:

- **INSTITUTE OF NETWORK &SYSTEM ADMINISTRATION.**
- CERTIFICATE of Merit: 90 /100 in QuickBooks, Tally ERP 9, Peachtree.
- Online check link: <http://www.thenetrider.com/verify/searchresult1.php?search=61026>

PROFESSIONAL QUALIFICATION

- **Pakistan Institute of Public Finance Accounts (2016 – In Progress)**
- ✓ Certificate
- **Bahauddin Zakariya University, Multan (2013 – 2015)**
- ✓ MSc Accounting and Finance Degree
- **Bahauddin Zakariya University, Multan (2011-2013)**
- ✓ Bachelor of Commerce (B.COM) Degree

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