

Umer Ayaz Khan

Current Address :**Y-07 International City, Dubai**
+971 52 5733771
uak_acc@outlook.com



Objective: To gain experience and professionalism in the Accounting/Auditing sphere in a well-established, reputable and organized company where I can develop my career and skills, improve my talents and especially to prove a positive surplus to the company.

Highlights:

- International Accounting Practices, Budgeting, Costing, Cash Flow, Report Generation
- Knowledge of GAAP & CESC Standards, Preparing Financial Statements, Fraud Detection
- Portfolio & Investment Management, General Ledger Accounting.
- Developing & Implementing Financial Controls, Policies & Procedure, Financial, Administrative & Personnel Management
- Banking Laws, Balance Sheets, P&L Statements, Financial Analysis, Strategizing, Auditing
- Communication, Leadership, Interpersonal, Analytical, Problem Solving & Decision Making Skills

Professional Experience:

DIST Middle East Trading LLC, Bon Bini Building Cleaning & RVB international Ltd. Dubai, UAE

Worked as **Senior Accountant** from **Jan 2017 till to date**

- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
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- Produces payroll by initiating computer processing; printing checks, verifying finished product
- Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors
- Assist with tax audits and tax returns

Jabryz Hospitality Management Services, United Arab Emirates (Abu Dhabi and Al Ain)

Worked as **Senior Accountant/Assistant Finance** from **Dec 2014 to Dec 2016** www.jabryz.com

Main activities & responsibilities

- To prepare financial statements and supporting schedules according to monthly close schedule
- Facilitate and complete monthly close procedures
- Analyze revenues, commissions and expenses to ensure they are recorded appropriately on a monthly basis
- Assist with analyzing financial statements on a monthly basis and report on variances
- Prepare monthly account reconciliations
- Assist in documentation and monitoring of internal controls
- Prepare for financial audit and coordinate the audit process
- Oversee accurate and appropriate recording and analysis of revenues and expenses
- Ensure compliance with relevant laws and regulations and integrity of financial data

Paramount Distributors

www.paramountdistributors.com

Worked as **Assistant Accounts Manager** from **March 2013 to Jun 2014**

Main activities & responsibilities

- Responsible to manage the cash flow and supervise over the financial transactions within and outside the company.
- Propose an annual budget based upon organizational goals and the planned targets of production in the guidance of the manager.
- Control and protect the assets in the interest of the organization.
- Profit / loss incurred on yearly or weekly basis.

- Interact with financial staff and ensure the audit spreadsheets are maintained every month/year
- Handle the day to day job performance of the staff members and manage the payroll activities in approval of the manager.
- Provide solutions on risk management.
- Plan a strategic and long term business plans in support of the financial manager and the board of managers.
- Assist the manager to obtain financial data from several sources such as expenses incurred in the month, day, etc.
- Providing the reports to the financial manager to ensure to meet deadlines through the staff.

Skyways Logistics International

www.skywayslogistics.com

Worked as **Assistant Finance Manager** from **October 2011 to Dec 2012**

Main activities & responsibilities

- Work closely with the Finance Manager to ensure smooth operation of all finance matters
- Support the Finance Manager by inputting into sales and purchase ledgers from source documents
- Matching invoices to statements and purchase orders to invoices
- Input accounting data into the accounting system with speed and accuracy
- Assist in the production of financial statements and applications, preparation of Spread sheets, reports and correspondence as required
- Plan, organize and manage own workload to ensure your contribution to the Company's monthly financial reporting process is achieved in a timely and accurate Manner
- Resolution of finance related queries
- Assist with end of year preparation and procedures
- Provide financial support to team members

Education:

2011 – 2014

Associate Chartered Certified Accountant (ACCA)

ACCA, United Kingdom

2008 – 2010

Certified Accounting Technician (CAT)

ACCA, United Kingdom

2011 – 2012

Advance Diploma in Accounting and Business (ADAB)

ACCA, United Kingdom

2011 – 2012

Executive Manager in Business Administration (E.MBA)

National Textile College & Management, Faisal Abad

2011 – 2013

Bachelor of Commerce (B.com)

Allama Iqbal Open University, Islamabad

2008 – 2010

Bachelor of Art (B.A) Political Science

University of Science and Technology, Bannu

2005 – 2007

Higher Secondary School Certificate (H.S.S.C)

Board of Intermediate & Secondary Education Bannu

2003 – 2005

Secondary School Certificate

Govt. High School No. 1 Bannu City

Professional/Computer Training:

- Exact Online
- Tally ERP 9
- Jobber Service Scheduling Module
- QuickBooks

Driving License: Having a valid driving license for UAE & Pakistan

Date of Birth: 08 Aug 1988

Languages: English, Urdu, Pashto

References: Will be provided upon request