



**SHAHBAZ AHMAD**

S/O Umerdaraz

Sep 06, 1987 (Muslim, Married)

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**CAREER OBJECTIVE**

*Seeking a challenging position in a leading organization with an aim to contribute positively towards the achievement of its objectives, to develop and improve my professional skills and eventual status in the senior and strategic management.*

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**KEY STRENGTHS**

- ❑ I've practical exposure to Software Packages such as VFP, Crystal Reports, ERP Oracle Software, Quickbooks
- ❑ Managed operations of different kinds independently and was fully responsible for debtors & Creditor relation, invoicing and collections and payments.
- ❑ I've a record of accuracy, integrity & ability to do work with people from diversified cultural backgrounds.

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**SUMMARY OF PROFESSIONAL QUALIFICATION**

2007 (62%)

- ❑ **Bachelor Of Commerce from Bahaudin Zakriya University Multan, Pakistan**

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**SUMMARY OF ACADEMIC QUALIFICATION**

2004 (65%)

- ❑ **Intermediate (Diploma In Commerce in Accounts, Statistics, Banking & Economics),  
Lahore Board, Pakistan**

2002 (60%)

- ❑ **Secondary School Certificate, (Science)  
WORKERS WELFARE SCHOOL MULTAN, PAKISTAN**

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**WORK EXPERIENCE**

Total Experience 13 Years (10 Years in UAE)

- ❑ **ALI ASGER & BROTHERS (AAB TOOLS) LLC  
Accountant**

**Aug-2015 To Present**

**About AAB Tools**

- Founded in 1960, a B2B solutions provider of products to build, maintain, repair or operate a facility, with 4 locations in the United Arab Emirates, Businesses and institutions depend on AAB Tools every day as a source of tools, abrasives, material
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handling, safety and other equipment. The breadth and availability of product line is a key factor that differentiates AAB Tools from other industrial vendors. Stockist of more than 8,000 products in 9 different product categories in stock to provide customers with products the same .

## **JOB RESPONSIBILITIES:**

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### **Accounts Receivables**

- Keep track and process accounts and incoming payments in compliance with financial policies and procedures
- Prepare bills, invoices and bank deposits
- Reconcile the accounts receivable ledger to ensure that all payments are accounted and properly posted
- Verify discrepancies by and resolve clients' billing issues
- Facilitate swift payment of invoice due to the organization by sending bill reminders and contacting clients with outstanding accounts.
- Generate finance statements and reports detailing accounts receivable status.
- Maintained branch accounts

### **Accounts Payables**

- Obtains revenue and pays invoices by verifying and completing payable and receivable transactions.
- Pays invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization of payment.
- Resolves account discrepancies by investigating documentation; issuing stop payments, payments, or adjustments.
- Setting up vendor accounts and reconciling statements.
- Reconciling intercompany accounts on regular basis.

### **Petty Cash**

- Handling the Petty Cash Including the Reimbursement of Medical expense, Visa Expenses & Other Misc Expenses.
- Make the Cheques against the petty cash vouchers.
- Coordinate with the External & internal Auditors.

### **Reporting**

Making Financials of company.

( P & L Statement, Balance Sheet, Notes to the Accounts)

Maintaining payroll of all Employees of various Branches Through WPS.

#### **□ AL BADDAD INTERNATIONAL FZC (Accountant)**

**May-2013 to July-2015**

- Complete and analyze financial information to prepare financial statements including monthly and annual accounts
- Records are maintained in compliance with accepted policies and procedures
- Maintain accurate and timely monthly, quarterly and year end closing of accounts
- Establish and monitor the implementation and maintenance of accounting control procedures
- Resolve accounting discrepancies and irregularities
- Payroll, payable, general ledger and receivable accounts maintenance and preparation
- Develop and maintain financial data bases
- Financial audit preparation and coordinate the audit process
- Maintain accurate and appropriate recording and analysis of revenues and expenses
- Analyze financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems
- Petty Cash Handling
- Prepare Financial reports

- Computer efficient especially EXCEL

□ **AL QAMAR AL SATEH AUTO SPARE PARTS COMPANY LLC**  
**(Accountant)**

*May-2011 to May-2013*

**Account Receivable**

- Independently handling Account Receivable Module.
- Posting, matching & clearing Receivable vouchers (CRV, CDV, and PDC) in General Ledger Accounts and making error free entries and rectification entries.
- Preparing Customer reconciliation in case of dispute with customers on receivable balances.
- Managing track of Customer Cheques returned from bank in order to ensure that customers are paying their due amounts.
- Cash Reconciliation in General ledger to ensure that all the cash has been collected and deposited by Salesmen.
- Preparing monthly Bank Reconciliation Statement to reconcile account balance with Bank statement.
- Preparing Account Receivable Schedules for management and Audit purposes.
- Preparing Debit and Credit notes.

**Payables**

- Posting of GRN and verification of vender invoices relating to stock and non-stock items.
- Payment & Expenses which are directly posted in the General Ledger A/C
- Posting of vendor Freight invoices.
- Reconciliation of Vendors Accounts (Stock & Non Stock items)
- Reconciliation of Invoice with Local Purchase Order & Goods Received Note.
- Make the Foreign & Local Payments
- Make the Recurring Entries of Expense
- Correction Entry of GL A/C and Cost Centers
- Make month end accrual entries

**Material Management**

- Year end closing
- Stock reconciliation for salesmen van and Central warehouse
- Month end Closing entries
- Preparation of Stock report.

□ **PAK ELEKTRON LIMITED (Pakistan)**  
**(Accountant)**

*March 2009 to May 2011*

- Preparing monthly Expenditure reports.
- Preparing monthly Income reports.
- Applying internal control checks for accurate functioning of internal audit.
- Prepare, manage and control all kind of vouchers like cheque payment vouchers, cheque receipt vouchers, cash payment vouchers etc.
- Deal all kind of bank matters like bank transfers and other financial matters.
- Directly reporting to Head of Accountant.
- Handling petty cash.
- Prepare Bank Reconciliation Statement.

□ **ALI RAZA INDUSTRIES (PVT) LTD (Pakistan)**  
**(Accountant)**

*March 2007 to JAN 2009*

- Presenting a true & fair view of the financial position of the company by preparing financial statements & drafting annual accounts for the company (Balance sheet, Profit and Loss Statement, Schedules).
- Handling Debtors & Creditors for decision making, reviewing & analyzing Bank Accounts.
- Preparation of purchase and sales registers.

- Keeping the record of PDC received and updating the Account.
- Preparing monthly Expenditure reports.
- Directly reporting to Finance Manager.
- Handling petty cash.
- Maintaining payroll of all Employees of various Department.
- Preparing All Type of Vouchers.
- Maintain their Cashbook.
- Maintain Bank Account Statements & monthly Bank Reconciliation.

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### **COMPUTER PROFICIENCY**

Familiar with:

- Installing, Operating & Trouble Shooting Windows 7, Windows XP, Windows Server 2003, Windows 98, MS Office, In page.
- E-mail & Internet Surfing.
- Handle any accounting software.

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### **INTERESTS**

Reading Books,Sports,Computer

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### **LANGUAGES**

Fluent in English, Urdu and Punjabi, Arabic (Little)

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### **REFERENCES**

Any reference required will be provided on demand.

Also NOC will be Available from current Employer.