

USMAN ALI

PERSONAL

Father's Name: Muhammad Ilyas
Date of Birth: April 27, 1989.
Address: Arab Sea Line Trading & Contracting
P.O Box. 2243, Al Khuwair, P.C. 133
Sultanate of Oman
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CAREER OBJECTIVE

To be part of dynamic and performance oriented organization that will provide me with a chance to utilize and exercise my knowledge and experience in the field of Finance and Accounts.

QUALIFICATION

Bachelor in Commerce (B.Com)

University of Punjab (Pakistan)

Diploma in Commerce (D.Com)

Lahore Technical Board

MATRIC

Rawalpindi Board

COMPUTER PROFICIENCY

Diploma in Computer Sciences (Command in MS Office)
Worked with Multiple Computerized Software for Accounts (**SAP & Tally, EIP**)

EXPERIENCE

**Arab Sea Line
Trad & Cont.**
1st April 2016
to till date

Senior Accountant cum Admin

My responsibilities as a **Senior Accountant cum admin** are below,

- Perform multitasking. Conduct bookkeeping, purchasing, accounting, inventory control, and clerical/administrative functions.
- Serve as a bookkeeper. Assist with budget preparations; handle accounts; make bank deposits; maintain ledgers; pay bills; prepare financial statements and reports; perform AR; reconcile bank account; set up cash box for office expenses; collect funds; assure expenditures are in accordance with code balances for item acquisition; keep the management informed as to the balances of internal accounts; and prepare payroll.
- Purchase materials and equipment for departments. Receive requests for materials and equipment; prepare purchase orders for items in accordance with procedures; transmit purchase orders directly to vendors for purchases.
- Maintains financial security by following internal controls.
- Logistical management, hotel, tickets, custom clearance, etc.
- Managing all administrative activities of Company.
- Conduct other general accounting duties, as assigned.

EXPERIENCE

Larsen & Toubro Electromech LLC Oman

20th December 2012
to 31st March 2016

Larsen Toubro Electromech LLC Oman is providing operation & maintenance of electromechanical system for building utilities and operate as a contractor to **PDO** (Petroleum Development of Oman) in oil field projects.

Supervisor Accounts

Served as “**Supervisor Accounts (Payable)**” under following responsibilities.

- Online Payment transfer of Supplier & Sub-contractor payment.
- Booking of Vendors & Sub-contractor invoices in SAP system.
- Booking & Payment of all utilities bills in SAP.
- Ledger Scrutiny & Reconciliation of Supplier / Sub-Contractor GL.
- Processing of Journal Vouchers.
- Coordinate with all site accountant (for Sub-contractor invoice) & Store keeper (for Material receipt note)
- Booking of debit notes of sub-contractor.
- Preparation of Rent Schedule on monthly basis.
- Attending Supplier / Sub-contractor queries regarding payment.
- Preparation & monitoring of payment plan.

National Logistics Cell (NLC) Pakistan

Oct 2009
to 10 Dec 2012

National Logistics Cell (NLC) Pakistan is a strategic development organization having business curiosity both at national and international arena and has achieved absolute distinction with its full blown professional design up to the 26th entire satisfaction of its valuable clients.

Accountant

Served as Accountant under following responsibilities

- Develop/ Redesign, execute and monitor the Financial activities of Company.
- Manage daily bank position and petty cash balances.
- Manage data and prepare reporting systems.
- Coordinate with internal and external auditors/authorities.
- Deal with banks for arranging credit limits.
- Students Fee Reconciliation with National Bank of Pakistan Mandra Branch
- Reconcile the account books and dully scrutinize from HQ NLC

EXPERIENCE

Allied Bank of Pakistan (ABL)

2nd July 09 to
30th Sep 09.

- Served as Assistant in Main Branch Chakwal under Internship Scheme.