

## Why *Hassan*?

- ◆ MBA Finance with more than 7 years of experience in Financial Reporting, Forecasting, Departmental Budgets. Financial planning and Management reporting.
- ◆ Fierce organizer and planner who adheres to the highest degree of professional standards and strict client confidentiality with ability to lead large-scale project implementation initiatives.
- ◆ A self-starter and capable of effectively functioning with minimum supervision. Known for multi-tasking, taking initiative and skilled at meeting challenges and deadlines. Able to make decisions independently and quickly with minimal oversight.

## PROFESSIONAL EXPERIENCE

### Kelly Steel Engineering LLC. (Dubai/RAK)

Accountant (Jan.16 - Present)



- ◆ Book keeping, finalization and analysis of financial statements components (**Balance Sheet, Profit & Loss, Cash flow**) on **monthly, quarterly and annually** basis.
- ◆ Monthly **management accounts** preparation.
- ◆ Recording **asset, liability and capital account** transactions and analyzing variations.
- ◆ Accurately and efficiently maintaining book of accounts including **revenue** and **expenses**.
- ◆ Timely completing **month end activities**, including **accrual, provision** and Invoice credits.
- ◆ Supervise **Bank Reconciliation** on monthly basis along with reconciling entries.
- ◆ Liaising with external auditors and timely close annual records.
- ◆ Complete **accounts payable** cycle by **receiving, processing, verifying** and **reconciling invoices**. Invoices with identified **discrepancies** are communicate to vendors to **resolve**
- ◆ Team player in automation payroll from manual to punch in system. Coordinate with finance manager to generate reports like project wise time, minus break time from total time.
- ◆ Managing **500+ employee payroll**, timesheet entry in ERP, overtime calculation, leave salary and final settlements as per UAE labour law.
- ◆ Salary disbursement (WPS and Non -WPS) through banks and exchange with 0% errors.
- ◆ Adequate knowledge of **UAE labor laws & VAT LAW**.
- ◆ Monitor all **expenditure** and perform required calculations for same.
- ◆ Responsible for daily reporting to Finance Manager with concern to whole activities of Finance Department.
- ◆ Petty cash handling & other **Administration works** as required by the department.

### Aimcon (Private) Limited. Multan. (Mar.12 - Dec.15)

Assistant Accountant



- ◆ Handling **Cash/Bank ledgers** & accurately record Cash & Bank Transactions.
- ◆ Managed Accounts including **Payroll, receivable** and **vendors accounts**.
- ◆ Preparing **Leave and Final settlement** of employees.
- ◆ Assist in preparation of monthly **financial reports** for presentation to management.
- ◆ Ensured recording of **financial information error free** within financial deadlines.
- ◆ **Respond to supplier and customer queries**.

- ◆ **Reconcile bank statements** by comparing bank statements with general ledger.
- ◆ Maintain books of accounts such as: debtors and creditors' book, bank reconciliation book, payroll record, sales/purchase bill, telephone bill and so on.
- ◆ Ensure appropriate **approvals** prior in all type of Payments like, Advances, Utilities, Rents, Fuel, and Suppliers & Other Cheques etc.
- ◆ Perform daily accounting transactions such as Creating & Posting Cash & Journal vouchers.
- ◆ Maintain **A/C Receivable & Payable ledgers**, checking, verifying and posting Supplier invoices.

## **EDUCATION**

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**Certified Management Accountant (CMA USA)**  
**Master of Business Administration (MBA Finance)**  
**Bachelor of Commerce (B. Com)**

**(Started 2019)**  
University of Education Lahore.  
Bahauddin Zakariya University.

## **KEY SKILLS:**

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- ◆ Strong grip on Enterprise Resource Planning (ERP)
- ◆ Strong expertise in Tally ERP 9 accounting software
- ◆ Advance MS Excel, MS Word and MS Power point.
- ◆ Demonstrate strong numerical reasoning skill
- ◆ Demonstrate strong and accurate data entry skill

## **ACCOMPLISHMENTS**

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- ◆ Winner Shining Star of the Company Award from Aimcon (Pvt) Ltd.
- ◆ 2 Fast Track promotions in Kelly Steel Engineering FZ LLC.
- ◆ Winner Employee of the year Award in Kelly Steel Engineering FZ LLC.

## **PERSONAL INFORMATION**

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DOB: 01/06/1990

Visit Visa: 10/10/2019