

Contact

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Top Skills

Account Reconciliation
Financial Accounting
Value-Added Tax (VAT)

Languages

Arabic (Limited Working)
English (Full Professional)
Pashto (Full Professional)

Yasir Ali

Accounts Executive at Arakan General Trading Company Dubai

Summary

- Versatile and highly accomplished professional offering over +9 years of UAE experience in the areas of General Accounting, Administration, Operations and customer relationship management.
- Skilled in handling office operations and utilizing administrative management skills, information management and sharp planning skills to manage client requirements and meet top line and bottom line objectives.
- Outstanding track record of providing administrative support to the senior management and effectively handling client queries.
- Recognised for hands on experience in administrative activities and client relations thereby ensuring the accomplishment of quality work by implementing best practices in all office activities.
- Possessing exceptional analytical skills as well as time management & multi-tasking skills leading to effective operational excellence.
- Demonstrated expertise in handling accounts up to finalization, banking, credit limits, trade finance, AP/AR, reconciliation, cash flow management, petty cash management, planning, forecasting, budgeting, variance analysis, cost accounting, auditing, financial statement preparation, payroll, third-party liaison and office administration with strong competencies, material management and administrative duties.
- Dedicated team leader adept in working in cross functional teams with ability to multitask on several assignments, set job prioritize, meet strict deadlines and work with efficiency even under pressure.
- Proficient in using customized software and other applications to effectively perform accounting transactions and streamline operations.
- Possesses sound financial judgment, analytical, problem solving, decision making, organization, coordination, and monitoring, time management and communication skills.

Experience

Arakan General Trading Company

Accounts Executive

February 2019 - Present

Deira, Dubai, United Arab Emirates

- 01• Maintain company accounting books and accounting systems for efficiency use of accepted accounting procedures.
- 02• Group VAT reconciliation / confirming "VAT on sales and all other outputs" & "VAT on purchase and all other inputs" and return filing.
- 03• Prepares control reports by collecting, analyzing, and summarizing operating information.
- 04• Protect company reputation by keeping information confidential.
- 05• Stock taking at the end of financial year.
- 06• Verify assets and liabilities by comparing items to documentation.
- 07• Investigate occurrences of misuse, waste and recommends controls to prevent or detect such occurrences.
- 08• Responsible from monthly Staff Salary preparation and calculating end service benefits.
- 09• Customers accounts (Ledgers) reconciliation.
- 10• Import products cast calculating and assigning Sale prices.
- 11• Preparing monthly products profitability reports.
- 12• Preparing monthly Income Statement and Balance Sheet.
13. Supervision of Account staff members, giving training and guidelines for rectification of errors.

Bohemia Crystal UAE

Senior Accountant

January 2017 - November 2018 (1 year 11 months)

Dubai, United Arab Emirates

- 01• Supervision of sales orders and invoicing matters related to customers.
- 02• Maintaining banks account details and reconciliations.
- 03• Responsible for VAT return filing, confirming / reconciling VAT on sales and all other outputs and VAT on purchase and all other inputs.
- 04• Preparing cash flow statement, monthly income statement and balance sheet.
- 05• Supervision petty cash related matters and utility accounts
- 06• Preparation of relevant Accounts receivable and Accounts payable reports.
- 07• Issuing debit notes & credit notes.
- 08• Maintaining records of LPO's, IPO's and payment dues.
- 09• Checking and coding the supplier invoices.

- 10• Reconciliation of supplier and customer statement of accounts.
- 11• Preparation of aging analysis on receivables and maintaining daily collection reports
- 12• Supervision of payroll related activities, calculating staff monthly salaries, leave salary and end of service benefits.
- 13• Handling activities related to payment for suppliers
- 14• Protects organization's reputation by keeping information confidential.
- 15• Review internal administrative & accounting controls to safeguard resources.
- 16• Maintaining fixed asset register and other fixed asset accounting related activities
- 17• Stock taking quarterly and at the end of financial year.
- 18• Verify assets and liabilities by comparing items to documentation.

Sama Al Rahba General Transporting (ISO9001-2008)

Accounts cum Operation Executive

April 2014 - May 2016 (2 years 2 months)

Abu Dhabi, U.A.E

- 1• Handle complete books of accounts independently up to completion with zero error tolerance including books of transaction, cash, imports and other related jobs.
- 2• Processing multiple business transaction; i.e., Accounts receivables, accounts payables, cash flow statement, monthly income statement and balance sheet .
- 3• Adept with calculating staff payroll, leave salary and end of service benefits & payroll transfer through WPS.
- 4• Responsible for developing, implementing and monitoring efficient office activities in addition to managing all correspondences locally and international.
- 5• Set up and maintain relationship with banks, Ports & Shipping companies, government authorities, financial institutions and other third parties dealing with the company.
- 6• Well-rounded experience in controlling all financial accounting activities of business together with senior management and group including timely preparation and submission of financial reports.
- 7• Played a focal role in the development & implementation of company policies and procedures as well as administered quality and cost control operations..

Blue Stone Technical Services & Trico Building Materials L.L.C

Accounts Executive

August 2008 - March 2014 (5 years 8 months)

Dubai U.A.E

- 01• Deal with all general accounting and financial activities.
- 02• Reviewed the Company's Policy and Procedures periodically and evaluated the financial and operational procedures for adequacy and effectiveness of internal controls.
- 03• Manage AP/AR; preparation of financial statements and MIS reports, planning, forecasts budgets, variance analysis, cash flows, Balance Sheet and monthly closing of all ledgers.
- 04• Handle complete books of accounts independently up to completion with zero error tolerance including books of transaction, cash, inventory.
- 05• Well rounded experience in controlling all financial accounting activities of business together with senior management and group including timely preparation and submission of financial reports.
- 06• Efficient logistics operation in compliance with maximum customer care and customer satisfaction.
- 07• Control storage, stock monitoring & controlling stock. To plan, direct, manage and oversee the stock.
- 08• Set up and maintain relationship with banks, auditors, government authorities, financial institutions and other third parties dealing with the company.
- 09• Delegate and supervise various accounting works assigned to staff and provide necessary guidance and instructions to achieve needed result. Provide leadership, direction and training.
- 10• Streamline process and procedures to attain greater efficiency in work flow and deliverables.
- 11• Responsible for developing, implementing and monitoring efficient office activities in addition to managing all correspondences locally and international.
- 12• Creating a range of documentation including presentations, correspondence, memos and reports.
- 13• Adept with calculating staff payroll, leave salary and end of service benefits & payroll transfer through WPS.
- 14• Regular communications for various customers for collection and other related issues. Identify, reconcile and manage disputes encountered related to the managed accounts.

Adamjee Diesel Engineering Pakistan (Pvt.) Ltd.

Accounts Officer (Telenor Project)
December 2007 - May 2008 (6 months)
Islamabad Pakistan

1. Preparing corporate invoices.
2. Compile and analysis of project reports.
3. Preparing clients general ledgers.
4. Implementation of Internal control procedures
5. Projects administrative support.
6. Balance bank account & determination of funds for project.
7. Maintain accurate accounts records of project.
8. Preparing monthly budget.
9. Classification, summarization & analysis of project expenses.
10. Dealing with client, sending confirmed documents, & other required reports.
11. Any task assigned by the immediate.

Haier Pakistan Pvt Ltd
Accounts Officer
August 2005 - November 2007 (2 years 4 months)
Rawalpindi Pakistan

1. Deposit daily recovery (Cash, cheques & demand drafts etc) in Bank.
2. Monthly company corporate account reconciliation.
3. Warehouse stock take at the end of month.
4. Maintain sales day book.
5. Checking sales tax invoices.
6. Debtor accounts reconciliation.
7. Impress account management.
8. Maintain regional record of petty cash.
9. Supplier payment.
10. Clients aging analysis.
11. Internal control implementation.
12. Administrative support of the branch.
13. Liaison with head office.
14. Any task assigned by the immediate.

Education

University of Peshawar
Bachelor of Commerce (honors), Accounts and Management · (1999 - 2003)