#### **Kashif Bashir**

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United Arab Emirates

 

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| ***Carrier objective***Seeking position in a leading Organization where I can contribute for the achievement of organizations goals and betterment of my career prospects and equipping myself with new skills and enhance my professional status. |
| **Professional Experience** |  |
| **Senior Accounts Officer****Sama alkhaleej Real estate development Co. LLC** **(DUBAI UAE)** | **April 2012** **To** **till date**  |
| Performing Role as Senior Accounts Officer for Sama Alkhaleej Real Estate Devp. Co. LLC (REEF GROUP)Reef Real Estate Investment Company LLC (Parent co.) is a UAE based company with a diverse range of activities including Real Estate, investment, Property Management and Property Development* Preparation & presentation of Budgets, Monthly final accounts and comparative statement with actual expense incurred.
* Responsible for Coordinating Escrow & Financial audits with Deloitte/E& Y

Providing prospective receivable forecast & payments schedule for proper funds allocation & arrangement.* Producing reports as required by senior management & Staff.
* Ensuring that all the provisions/accruals are booked accurately every month in books of accounts.
* Monthly Reconciliations of Debtors, Creditors, Fixed Assets, Banks and Aging Analysis

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| **Assistant Manager Accounts** **SHALAMAR Institute of health sciences-SMDC Division**

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| **November 2009 to****February 2012** |

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As Assistant Manager Accounts I was responsible for all the activities of the accounts department of the organization, directly reporting to the CFO and supervising accounts staff members. Key responsibilities included.Preparation and presentation of monthly and yearly financial statementsHandling of monthly closing/finalization which includes monthly accruals, adjusting entries, reconciliation etcSupervision of Bank Payment vouchers, bank receipt Vouchers, Cash payment vouchers etcPreparation of Statement of Cash flows & forecast * Preparation of payment plans of finances obtained/payment to vendors.

Preparation of master budget and variance analysis reports with reasonsHas been an active coordinator with external auditors for the annual audits |

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| **NexiaNexia International** **SM Masood & Co Chartered Accountants (Pakistan Office)**

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| **December 2004**  **to** **November2009** |

**(A worldwide network of accounting and consulting firms)** |

During my training period at **S.M Masood & Company** (Chartered Accountants), I was delegated supervisory role of the following audit assignments.

* Planning assignments to execute them in effective and efficient manner by assessing systems to evaluate risk involved.
* Understanding, evaluation and recommendations for improvement in Accounting and Internal Control Systems.
* Performed various Audits assignments and checked the adequacy of controls.
* Preparation of financial statements in compliance with the financial reporting standards.

**CONSULTANCY**

## Prepared Business and Financial Appraisal reports (Balance Sheet, Income Statement, Projected cash flows, Asset Conversion Cycle, Running finance requirement) of More than 150 clients having diversified business,

## This includes gathering financial data of client’s business relating to;

##  Sales, Purchase, Gross margin %age, Stocks, Debtors, Creditors. Assets, Leasing etc

##  Market and seasonal sale trends, Major customer & suppliers, client’s products

##  Prepared feasibility studies, business plans of various enterprises

##  Prepared and worked on Financial and technical proposals

**SPECIAL ASSINGMENT (PROCUREMENT AUDIT)**

Third Party Validation Procurement Audit in different provinces of Punjab (A world Bank Education Reforms program Audit)

**PEPSI COLA INTERNATIONAL (PVT) LTD**

As management coordinator from S.M Masood & Co CAs my responsibilities included maintenance of books of accounts, assisting manager in finalization of accounts, and other assigned tasks described as;

## Maintaining books of accounts and preparing Bank reconciliations, Journal vouchers, bank payments vouchers, bank receipt vouchers, petty cash vouchers

## Handled month end adjusting entries and their proper posting to GL

## Worked on Stock Reconciliation assignments for PepsiCola distributors & monthly stock taking

## Preparation of aging reports of receivables

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| ***EDUCATIONAL BACKGROUND*** |  |
| **Particulars** | ***Institute*** | ***Year*** |
| Professional QualificationsCertified Internal AuditorCA Foundation | The Institute of Certified Internal Auditors of PakistanThe Institute of Chartered Accountants of Pakistan  | 20182005 |
| Academic Qualifications**Bachelor**  | University of Punjab | 2004 |
| **Intermediate**  | Islamabad Board | 2000 |
| **Matriculation** | Faisalabad Board | 1997 |
| ***information Technology/communication*** |
| **Successfully completed Presentation Skills Training Course(PSTC)*** Fluent English speaking skills

**Application & Accounting Software*** Tally ERP 9.0, Peachtree, Campus Management System (CMS)
* Successfully completed course of Computer Practical training (CCPT) which includes;

Microsoft Word, Microsoft Excel, Power Point |  |
| ***Personal Information*** |
| Father Name: Bashir AhmadDate of Birth: January 19, 1982Religion: IslamNationality: Pakistani |