



# JAWAD QURESHI

Senior Accountant

## Location:

Dubai, UAE

## Contact:

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## Prominent Skills:

### Software Proficiency

Tally ERP, QB Online, Oracle R12, SAP, Basecamp, Wrike, MS Office, SLACK, Photoshop.

### Accounting

AP, AR, FA, Inventory, FS, in both Service and Product.

### Data Mining / Lead Generation

Business Intelligence and Sales Generation.

### Microsoft Office

EXCEL (Advance), Word, PowerPoint.

### Designing

Paper and Electronic marketing material.

### Information Technology

Higher knowledge of computers, web development, SEO and its workings, computer LAN operations.

## Summary

A driven, open minded, quick learning, creative and resolute individual with a strong sense of dedication and commitment **General Accountant with over 12 years of experience** in business and accounts management. Expertise in business acumen with long term thinking and a leader by knowledge.

**Possess MBA** course and **M.P.A (Public Administration)** degree. I am seeking to leverage my professional expertise and experience into managerial reports. Familiar with the QuickBooks Online, Tally 9 ERP, SAP ERP, Oracle R12i, Peachtree 2010, BaseCamp, Wrike, Slack and Advance Excel.

## Work Experience - (5y UAE, 7y Pakistan)

**Senior Accountant** August 2017 to Present.

[Ala Metals LLC, Dubai, UAE.](#)

Spearheading accounts, financial reporting and trade control of source plastic materials.

1. Managing complete books of accounts for **accounts payables and receivables**, accounts for investments, **financial statements, financial forecasting**, trade profitability, yearly audit, **cash flow statements**, collection from sales, **monthly closing, inventory management**, client and vendor relations and coordination and administrate trade deals via trade agent, purchase agent, sales agent.
2. Initiating new method and software for legal documentations for trade which are majorly unique in each trade deal.
3. Train staff for proper procedures and working methodologies via SoP and advance MS Excel training to managers.

(Complete accounting books, Advance MS excel, Account Receivables and Payables, Financial reporting, International trading control, Inventory Management, Cost Control, Tally ERP, EMAS ERP)

**Senior Accountant** August 2017 – April 2018

[SSIZ International LLC \(Ala Metals Project\), Dubai, UAE.](#)

Successful implementation of accounting and inventory management via Tally.

1. Initiated all Management reporting, Financial and Audit reporting and Inventory reporting including cost management and SOP.
2. Maintain inventory of 500 unique items of over 2m+ units in total in 2 locations via Tally ERP.
3. Devised All SOP for accounts, inventory, sales and Marketing departments.
4. Reduced inventory write-off from 6% p.a to 0%.

Responsible for all accounting, investment handling and documentation aspects.

(Inventory Management, Receivables, Payables, Financial Statements, Procurement, Export Certification, B2B2C procedures, Tally ERP)

## Online Profile

LinkedIn

<https://www.linkedin.com/in/jawad-quareshi-a476969>

## Education

2017-2019 **M.P.A**

Master of Public Administration  
Virtual University of Pakistan.

2012-2016 **M.B.A**

Master of Business Administration  
Bahria University  
Islamabad, Pakistan

2006-2010 **B.Com**

Bachelor in Commerce  
University of the Punjab

## Proficiencies

- » Microsoft Excel (Advance)
- » Accounts Payable
- » Accounts Receivable
- » Invoice Processing
- » E-Invoicing
- » Financial Reports
- » Strong Business Acumen
- » Problem Analysis And Resolution
- » Accounting Systems And Controls
- » New Business Development
- » Financial Monitoring & Analysis
- » Sales And Revenue Forecasting
- » Loan Portfolio Analysis
- » Fixed Income Portfolio Management
- » Call Center Administration
- » Retail Management
- » Retail Buying
- » Retail Marketing
- » Adobe Photoshop Intermediate
- » Business-To-Business (B2b)
- » B2B2C Retail / E-Commerce
- » B2B Retail / E-Commerce
- » Vendor Management
- » Vendor Negotiation
- » Passion For Excellence
- » Revenue Recognition
- » Revenue Growth Generation
- » Revenue Enhancement
- » Cost Management
- » Technology Integration
- » Technical Acumen
- » Business Continuity Planning
- » Inventory Management
- » Receivables Management
- » Adaptability
- » Quick Learner Of New Technologies
- » Eager To Learn New Things

**General Accountant** August 2015 – August 2017

[AVIS Rent a Car, Dubai, UAE.](#)

Responsible for all accounting of Receivables, Payables as well as fixed assets and lease/loan management and PDC for up to 10 years ahead and accounting of fleet of over 1500 vehicles.

1. Reduced 90+ days overdue balance of AR assigned accounts from 1 M+ to less than 20k in first 12 months.
2. Introduced cost effective and simpler solution for depreciation of over 2k vehicles.
3. Creating profitability analysis report for each month, each contract, each route and each vehicle.
4. Creating P&L and responsible for yearly audit and monthly financial reports with help of Tally ERP.
5. Cost controlling for contracts and its sub sections.

(Fixed Assets, Accounts Payables, Accounts Receivables, Monthly Closing, Financial Reporting, MS Excel, Tally ERP).

**General Manager & Co-Founder.** Jan 2010 – Aug 2015

[PROGOS TECH Pvt Ltd., Islamabad, PK](#)

Responsible for all departments of 6 projects and their R.O.I

1. Maintains company's level necessary to meet or exceed the company standards for Quality of Products and Service (QPS).
2. Effective Business Management Maximize financial performance and profit.
3. Forecast and correct potential problems before they arrive.
4. Develop and execute the business plan (key elements include: fiscal responsibilities, manpower planning and local marketing) for the company.
5. Execute company-wide marketing programs, initiate programs on time, correctly and with maximum automation.
6. Identify and develop local and foreign marketing strategies to maximize sales.
7. Prepare all accounting and financial, organizing the operations of the organization and in-between projects such as call center assistance from communications and web development.

(Accounts Payables, Accounts Receivables, Financial Reports, Analysis and Forecast, Monthly Closing, Yearly F.S, MS Excel, Business Integration, Accounts Reconciliation, Oracle, SAP, QuickBooks Online, Basecamp, Slack, Wrike.)

**General Manager & Co-Founder.** June 2013 – Aug 2015

[PROGOS Communication \(PROGOS TECH\), Islamabad, PK](#)

Responsible for all operation, financial, technical and support departments.

1. Initiated project after 1 year of planning resulting in sustained profitability within 2 months compared to industry standard of 6 months.
2. Actualize network of alternate servers for hot calling and cold calling teams within physical server and virtual server.
3. Achieved goal of integration of web development and online retail business overseas which lead to growth of sales by 3-digit factor.

(Accounts Payables, Accounts Receivables, Ledger Handling, Financial Reports, Analysis and Forecast, Monthly Closing, MS Excel, Business Integration, Accounts Reconciliation, QuickBooks online, Basecamp, Slack, Wrike, Customers Service outsource, Call Center, BPO, Hot & cold calling.)

**General Manager & Co-Founder.** Jan 2010-August 2015  
[ECIG-Electronic Cigarettes Pvt Ltd., Islamabad, PK](#)

**Accounts and Finance**

1. Complete payables and receivables and reporting including financial reporting and forecasts.
2. Creating managerial reports in MS Office and Stitchlabs and many more ERPs.

**Procurement**

1. Tackling all purchase of inventory and its distribution among locations.,
2. Purchase and Implementation of IT items, Network and accessories and ensure continuous smooth working.

**Inventory Management**

1. Coordinate with the retail outlets regarding MSL (Minimum Stock Levels).
2. Manage physical stock movement and logistics.

**Dropshipping Management.**

1. Application of just-in-time inventory system.

(Accounts Payables and Receivables, Inventory Management and Costing, Quick Books Online, MS Excel, Peachtree, Basecamp, Slack, E-Commerce, Retails, B2B, B2C, B2B2C, Wholesale, distribution networking)

**Accountant** January 2010 – Dec 2010

[Great Bear International Service. Islamabad, PK](#)

1. All Invoice Entry.
2. All Payment Creation.
3. Bank and Vendor Reconciliations.
4. Posting and delivering of all salaries and wages.
5. Handling of all vouchers through ERP reports.
6. Project financial reporting.
7. Coordinate with internal control for external transactions.

(Oracle ERP, MS Excel, SAP ERP)

**Management Trainee** June 2008 – Jan 2010

[Great Bear International Service. Islamabad, PK](#)

1. Handling of all voucher through ERP reports, forward for checking/verification and ensure safe filing and comply with the SOA.
2. Assist in Preparation of Bank Reconciliation statements and Tax Reconciliation and monthly reconciliation of Supplier / Franchise / Agent Accounts.

(Oracle ERP, MS Excel, SAP ERP)