

MUHAMMAD RIAZ HUSSAIN

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Availability: Sep 2021



CAREER OBJECTIVE:

Seeking a managerial position in accountancy & audit department in a dynamic and vibrant organization where I may utilize my professional skills in attaining organizational objectives and gain professional growth in my career.

PROFESSIONAL WORK EXPERIENCE:

Organization: The Bakery LLC
(Food & Beverage company same as Ferns and Petals (FNP) in Dubai)

Tenure: Aug 2019 – Present

Designation: Account Manager



Responsibilities:

- Verify and reconcile accounts payable and receivable more than 200 customers & suppliers
- Disburse payment to vendors and suppliers through cheques, online funds transferred (EI Smart Business)
- Produce error-free accounting reports of over 3000 cash and credit transactions initiated in a month
- Spot errors in payments policies and suggested invoices and bills verification procedures to improve efficiency
- Provide technical support to Information Technology department and advised on reporting structure for MIS
- Review and recommend new accounting systems Xtra ERP to control books of account
- Participate in financial standards setting for cash, credit, receipts, payments, bookkeeping and payroll
- Prepare financial statements (PNL, BS, CFS) and produce budget according to schedule approve by management
- Prepare and submit tax returns (value added tax) VAT to Federal Tax Authority
- Direct internal and external audits to ensure compliance with accounting standards set by company.
- Plan, assign, and review staff's work for purchasing, invoicing and general accounting dept.
- Support month-end and year-end closing books of account
- Liaise with Managing Director and General Manager to improve procedures

Organization: Homana General Transport
(Leading rental & waste collection company in Abu Dhabi)

Tenure: Sep 2018– Aug 2019

Designation: Accountant



Responsibilities:

- Prepared and submitted of Value Added TAX return to Federal Tax Authority.
- Prepared periodical financial reports. (Monthly closing, P&L, Cash flow statement etc.)
- Prepared of salaries using C3 channel. (as per WPS requirements)
- Financial budgeting and forecasting.
- Checked, verified and posted supplier/vendors invoices. (LPO, Quotations, Sale orders etc.)
- Maintained of A/c Receivable & Payable ledgers, Coordinated with banks for payments, to foreign suppliers.
- Processed trade finance, Implemented of accounting controls.
- Reconciled of banks, debtors and creditors.
- Managed of funds for operation, HR, and other departments
- Managed of ADNOC Rahal Card, CWM, E Dirham, Amwal, ATM, and Credit Cards.
- Rectified accounting errors, Petty cash management.
- Maintained good relationship with external auditors (Baker Tilly & Kaid Auditing Co.).

Organization: Flannagans Chartered Certified Accountant
(Accountancy and Tax firm like Baker Tilly)

Tenure: Oct 2016 –Aug 2018

Designation: Accountant



Responsibilities:

- Prepared and reconciled of VAT returns and filling to the regulator.
- Processed payroll.
- Handed queries by clients and staff.
- Reported monthly (trial balance, debtors, creditor's reconciliation of bank).
- Maintained fixed asset schedules
- Prepared trend analysis of revenue and exponders and suggested controls
- Passed adjusting entries for clients and reviewed general ledgers
- Submitted documents for new and established companies
- Prepared financial statements and final accounts (Statement of Comprehensive Income & Balance Sheet)

Organization: **Habib Bank Limited**
(Leading bank in Pakistan like ADCB)

Tenure: Jun 2015 – Oct 2016

Designation: Account Executive



Responsibilities:

- Provided account services to customers by receiving cash deposits, loan payments, and cheques
- Recorded transactions by logging cash, cheques, traveler’s cheques, and other special services
- Completed of special requests, taking orders for accounts opening and closing
- Exchanged of foreign currencies with customers
- Cash management at branch level
- Compliance with the SOPs of the banking operations
- Contributed to team effort by accomplishing related results as needed.
- Managed of ATM GL, make sure ATM works properly and feeding cash to ATM
- Prepared of monthly statement to send PTCL, WAPDA, NTC

ACHIEVEMENTS:

- Implemented Xtra ERP for invoices, purchases, and accounts department successfully
- Transferred payroll data from IRIS payroll to Sage Payroll software successfully
- Completed audit for year 2016 & 2017 with Kaid Auditing Co. successfully
- Received ADNOC ICV (Inter Country Value) certificate from Baker Tilly successfully
- Cleared back lock of books of accounts for year 2016 & 2017 within 3 months successfully
- Received best employee of the year award

ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Bachelor of Business Administration	University Of Punjab, Lahore	2015
Diploma in Commerce	Punjab Board of Technical Education, Lahore	2011

CERTIFICATION/ ADDITIONAL SKILLS:

- **MS Office** (All versions, MS Word, MS Power Point and MS Excel)
- **MS Excel** (MS Formula, Reports Automation, Macros, Presentations)
- **Software’s** (ERP, IRIS, Sage, SAP, Tally, Xtra Accounting and Mysis)

TRAININGS & WORKSHOPS:

- ERP Implementation training The Bakery LLC 2019
- Office Management Training Program Habib Bank Limited 2016
- Basic Microsoft Excel Training Program Habib Bank Limited 2016
- New Cash Officer Training Program Habib Bank Limited 2016
- Anti-Money Laundering & Know your Customer Training Habib Bank Limited 2016
- Gender Diversity Training Program Habib Bank Limited 2016
- Career Prep-Fellowship Amal Academy 2015
- Member Blood Donor Society Hostel Islamic Center Punjab University 2015
- Financial Literacy capital market South Asian Federation of Exchange 2014
- CM Merit Certificate Govt. of Punjab Pakistan 2012
- Punjab Youth festival Team Leader Govt. of Punjab Pakistan 2012
- Certificate of Honor Govt. Institute of Commerce Arifwala 2010

PERSONAL INFORMATION:

Father’s Name : Muhammad Hussain Alvi
Date of Birth : 14 Aug 1993
Driving License : UAE driving license

REFERENCE:

Reference will be furnished on demand.