



## **MUHAMMAD ZUBAIR**

Position: **Finance Manager/Accounts Manager/Chief Accountant**

Experience: **16.5 Years**

Educational Qualifications: **ACPA**

Key Skills: **IFRS, Financial Reporting, Epicor, Microsoft Dynamics GP, Tally, Microsoft Office**

Mobile: **00971-50-626 2384**

Current Location: **Ras Al Khaimah, UAE**

Email: **zubair7000@hotmail.com**

### **Summary of Career**

- Presenting **17 Year** diversified experience, within various legendary industries environments, including Manufacturing, Real Estate and Construction.
- Developing and maintaining timely and accurate financial statements and reports in accordance with international reporting standards (IFRS) and various management reports.
- Develop, implement and ensure compliance with internal financial and accounting policies and procedures.
- Complete supervision of the annual audit function of the company by preparation of various audit schedules, answering of queries rose by the auditors until the approval of final draft and signed financial statements.
- Preparation and provide all supporting information to internal auditors.
- Assisting Finance Controller in preparation of annual budget.
- Maintaining fixed assets register.
- Filling of VAT Return.
- To produce and monitor company's various cash flow forecasts including rolling cash flow forecasts.
- Liaison with banks as required for setup and maintenance of company bank accounts, opening for BGs and LCs.
- Proficient in the use of MS office, Microsoft dynamics GP, Tally & Epicor.
- Excellent communication skills, both verbal and written.
- Experience in leading a team of 2.
- Major roll in implementing of complete accounting structure in (Microsoft Dynamics GP 10.0) and later in ERP Epicor.

### **Major Roles in Various Organizations**

- |                                                            |                                     |
|------------------------------------------------------------|-------------------------------------|
| ➤ Senior Accountant (UNIPODS LLC) , UAE                    | - Feb 2010 till date (11 Years)     |
| ➤ General Accountant (Gold Coast Contracting CO. LLC), UAE | - Aug 2007 to Sep 2009 (2.1 Year)   |
| ➤ Accountant (Muhammad Din Engineering Co.), Pakistan      | - Feb 2005 to July 2007 (2.5 Years) |
| ➤ Accountant (M/s Rehan Trading Corporation), Pakistan     | - Jan 2004 to Jan 2005 (1 Years)    |

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## Educational Qualifications

- F.SC – Government Boys Degree College , Hafizabad – Pakistan - 2000
- Bachelors of Commerce (B. Com) - The University of Punjab, Lahore – Pakistan - 2002
- ACPA - Institute of Certified Public Accountants of Pakistan – Pakistan - 2015

## Computer Skills/ Software Skills

- Ms Office
- Tally
- Microsoft Dynamics GP 10.0
- Epicor

## Employment Records

**Name of Institution:** UNIPODS LLC | UAE  
**Job position** : Senior Accountant  
**Year** : Feb 2010 – till date.



*The Unipods LLC is biggest offsite Construction Company in GCC. It's a member of AL RAJHI HOLDING, a Saudi-based Group with investment in more than 40 companies across the UAE.*

*As a Chief Accountant handling all major aspects of the company. Developing and maintaining timely and accurate financial statements and reports in accordance with International Financial Reporting Standards (IFRS) and various management requirement as required by management time to time.*

**Name of Institution:** Gold Coast Contracting Co. LLC | UAE  
**Job position** : General Accountant  
**Year** : Aug 2007 - Sep 2009.

*Gold Coast Contracting co. LLC is a real estate developer with projects in Sharjah and Dubai.*

*As a General Accountant my tasks are Monitoring and processing of LCs, Payment processing for suppliers and employees, Preparation of funds requirement schedules, Assisting Finance Manager in preparation of monthly, quarterly, annual accounts and annual audit, Bank Reconciliation on monthly basis, Answering the queries raised by auditors upon annual audit, Preparing other day to day reports for management review.*

**Name of Institution:** MUHAMMAD DIN ENGINEERING CO | PAKISTAN  
**Job position** : Accountant  
**Year** : Feb 2005 to July 2007.

*Muhammad Din Engineering Co is a leading fan manufacturing company with a brand name of Lahore Fans.*

*As an Accountant my responsibilities were Voucher entries into the system, Payable and receivable management, Monitoring and booking of stock consumption report, Preparation of funds requirement schedules, Assisting Finance Manager in preparation of monthly, quarterly, annual accounts and annual audit, Bank Reconciliation on monthly basis, Payment processing for suppliers and employees.*

**Name of Institution:** M/S REHAN TRADING CORPORATION | Pakistan

**Job position** : Accountant

**Year** : Jan 2004 to Jan 2005.

*M/s Rehan Trading Corporation is Pakistan's leading trading enterprise.*

*As an Accountant my responsibilities were Voucher entries into the system, Payable and receivable management, Monitoring and booking of stock consumption report, Reconciliation of bank statements on monthly basis, Payment processing for suppliers and employees.*

## Personal Details

- Date of Birth : 24 Aug, 1980
- Gender : Male
- Religion : Islam
- Nationality : Pakistani
- Marital Status : Married
- Language Known: English, Urdu