

AMANULLAH ANAYAT

ACCOUNTANT (B.COM, MBA-SCM)

Contact # +971-528280745
amanullah.ch26@gmail.com



PROFESSIONAL SUMMARY

An energetic and reliable “ACCOUNTANT” with 18 years of mixed experience in UAE and Pakistan in manufacturing, trading, warehouse and automotive industries, Have the capacity to deal with maximum number of employees, customer and vendors at same time. I am multi tasking and target achiever professional with abilities to work in challenging and under pressure environment. I am confident and pretty sure that my experience, knowledge and positive approach to work will prove me asset of any organization.

SKILLS & COMPETENCIES

- General Ledger, A/C receivable, A/C Payable, Vender & Customer ledger, Cash & bank accounts, reconciliation, physical cash handling, payroll preparing and disbursement, invoicing and recovery, stock and inventory ledger, audit and inventory valuation and Taxation / VAT adjustment and filling. Accounts finalization, Trail balance and Balance sheet. All accounts complete function on **QUICK BOOK, TALLY, PEACHTREE** and **MS Office (word, Excel & power point)**.

WORKED EXPERIENCES

M/S Automatic Home Metal Const. Ind. L.L.C. Sharjah UAE

General Accountant

November 2017 to working

Responsibilities included:-

- General Ledger, Customer ledger, Supplier ledger, Trail balance, Balance sheet.
- VAT Complete working and return online filling independently.
- Cash and bank ledger, cash and bank reconciliation.
- Employees’ payroll and benefits calculation, approval and payments and leave records.
- Drafting, analyzing and finagling of daily, monthly and yearly reports and reporting to higher ups.
- Processed accounts payable, accounts receivable, cash, billing and payments
- Reconciled bank statements, general ledger accounts and presented.
- Fund arrangements and approvals for Procurement on daily bases.
- Sales man commission calculation.
- Jobs costing reports.

SENIOR ACCOUNTANT

Pak Oasis Industries (Pvt.) Ltd. Karachi, Pakistan

February 2015 to January 2018

Responsibilities included:-

- Manage and Supervision of all accounts to ensure proper utilization of funds and proper documentation.
- Supervision of local expenditure and purchases made within zone and make proper accounts with supports.
- Manage and Supervised Cash and bank reconciliation and cash handling.
- Annual audits, half yearly audits preparation and arrangements.
- Annual budgeting and fund allocation for zonal activities.
- Installed plant cost calculation and operational cost calculation and control strategies.
- Employees’ payroll and benefits calculation, approval and payments and leave records.
- Assist deputy chief administrative officer in all zonal activities.
- Drafting, analyzing and finagling of daily, monthly and yearly reports and reporting to higher ups.
- Liaison with public, local and Government agencies.

GENERAL ACCOUNTANT

Safaa Cooking Oil & Ghee Industries (Pvt.) Ltd. Karachi Pakistan

October 2013 to February 2015

Responsibilities included:-

- Processed accounts payable, accounts receivable, cash, billing and payments
- Reconciled bank statements, general ledger accounts and presented.
- Participated on various special projects including cost analysis, budget variances.
- Prepared timely and accurate journal entries, account reconciliations, balance sheet.
- Generated and reviewed the daily/weekly revenue recognition for supplies/contracts.
- Processed monthly inter/ intra-company accounting transactions and reconciliations.
- Prepared the annual tax support for the corporate tax department in a timely and accurate manner
- Assisted with annual audit in the preparation of various schedules and information requests.
- Employee's payrolls, benefits, leave record calculation and payments.
- Fund arrangements and approvals for Procurement on daily bases.

ACCOUNTANT (Incharge Warehouse)

Shahzad Trade Links (Pvt.) Ltd. (Importer & Sole distributor of Tractors in Pakistan)

January 2010 to September 2013

Responsibilities Included:-

- Shipments received complete documents verification, recording and reconciliation of units received.
- Shipment received cost calculation and per unit cost calculation.
- Liaison with Excise department to prepare documents and registration of tractors.
- Delivery order preparation and scheduling for delivery to customer.
- Arrangements of Local Transportation.
- After delivery invoicing, payments follow-up and proper record keeping and ledger reconciliation.
- Annual and monthly physical stock audit and reconciliation.
- Employees' payroll and benefits calculation and payments.
- Petty cash handling and local purchases.
- To involve in planning of efficient Warehouse operations and achieving objectives and goals.

ACCOUNTANT cum ADMIN

Agro Oil Extraction Industries (Pvt.) Ltd. Karachi (Edible Oil)

June 2000 to June 2009

Responsibilities Included:-

- Posting and processing journal entries to ensure all business transactions are recorded.
- Entering customer invoices and monitoring accounts receivable, including follow up on customer payments. .
- Assist in the month-end and year-end closing processes.
- Maintain the suppliers' balances and also deal with them.
- Maintain cheques and vouchers; Make sure that all payments are done in accordance to company policies and procedures. Follow up on supporting documents related to the payments.
- Maintain schedules of the supplier's ledgers and Reconcile accounts to ensure all payments have been made. Preparing periodic financial statements, including profit and loss accounts, budgets, cash flows.
- Prepares payments by verifying documentation, and requesting disbursements.
- Investigate and resolve billing and accounts discrepancies. Research any discrepancies by checking bills, invoices, sales receipts and bank deposit records.
- Responsible for all Cash & Credit Transaction.
- Factory accounts finalizing, trial balance, balance sheet.

SOFTWARE & OTHER COURSES

- MS Office (Excel, Word, Power Point)
- Quick Book Accounting
- Branch banking operation
- Peachtree Accounting software
- Tally accounting software
- ISO 9001 Internal Auditor

PERSONAL INFORMATION

- Date of birth : April 30th ,1975
- Nationality : Pakistani
- Education : Masters (Supply Chain Management)
- Driving License : UAE (Sharjah)
- VISA Status : UAE Resident VISA
- Notice period : One month