

# NOMAN NAZIR

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## PROFILE

A Highly Talented Financial/Accounting Professional with over 7 years of demonstrated Experience in Account Statement Preparation, Account Reconciliation, Account Receivable, Account Payable, Profit & Loss Analysis and The Management of General Accounting Transactions. Excellent Communicator, Presenter and Work Well with Individuals at All Level of Corporation. I Am Personable and Confident Face to Face with Clients and Have the Ability To Solve Problems Independently.

## Core Proficiencies

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- Account Payable
- Profit & Loss Statement
- VAT Submission
- Account Receivable
- Bank Reconciliation
- Balance Sheet
- Corporate Accounting
- Financial Statements
- Quick Books
- Microsoft (Word, Excel, Power Point)
- PRO Activities

## CERTIFICATIONS & LICENSES

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- Driving License – Light Vehicle (Abu Dhabi - UAE)

## PROFESSIONAL EXPERIENCE

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**FIX SHINE GENERAL CONTRACTING LLC, ABU DHABI - UAE**

JUN 2018 - Present

### ACCOUNTS MANAGER

- ✚ Oversee transaction and general ledger account reconciliation process.
- ✚ Finalization of accounts i.e., comprehensive income & Financial statement self-independent.
- ✚ Arrangement of loans and Bank facilities (APG & PBG) for projects.
- ✚ Verify & Post all invoices of Suppliers in the appropriated software.
- ✚ Preparation of Suppliers Payment Certificate, billing & handling Receivables
- ✚ Sales, Purchasing, and banks Posting in accounting software (Quick Books).
- ✚ Bank Reconciliation statement for all the operating banking and monitoring bank accounts.
- ✚ Monthly Receivables and Payables reports.
- ✚ Quarterly VAT Filing according to submission basis.
- ✚ Prepare monthly Payroll, Leave Salary, End of Service of Benefits as per UAE Labor Law
- ✚ Maintain of Register of Fixed Assets, Addition, Deletion, Disposal, Transfer
- ✚ Keep strong documentations for the purpose of audit.
- ✚ PRO activities for official collection and submission of govt applications in legal department (Immigration, Labor, CICPA etc.)

**FIX SHINE GENERAL CONTRACTING LLC, ABU DHABI - UAE**

NOV 2016 – MAY 2018

**ACCOUNTANT / PRO**

- ✚ Monthly reports of Payables & receivables of the company
- ✚ Responsible for Sub-Contractors/Suppliers payment as per Payments Certificate & Invoices in accordance with Contract & LPO.
- ✚ Bank Reconciliation and dealing with banks for bank guarantees & facilities.
- ✚ Prepares In-house financials half yearly for banking purpose.
- ✚ Involved in various areas in HR & other outside works.
- ✚ Preparation of quotations of Manpower supply.
- ✚ Issuance of purchase orders.
- ✚ Temporary work permit & WCIP.
- ✚ Immigration and labor dept (VISA PROCESS)
- ✚ Submission of CICPA passes.

**SAMZ INTERNATIONAL TRANSPORT LLC, DUBAI - UAE**

NOV 2015 - OCT 2016

**ACCOUNTANT**

- ✚ Setting up and maintaining ledgers and transactions on daily basis.
- ✚ Maintaining ledgers of each supplier.
- ✚ Maintaining bank records.
- ✚ Invoicing & Receive payments from customers.
- ✚ Preparing the payments certificates of suppliers.
- ✚ Prepare month end reports as needed.
- ✚ Compile's data and prepares a variety of reports.
- ✚ Handling and managing petty cash.
- ✚ Maintaining the Purchase Orders, Handling invoices and contracts

**YUMNAH OVERSEAS EMPLOYMENT PROMOTERS, MULTAN - PAK**

MAY 2013 – JUL 2015

**ASSISTANT ACCOUNT**

- ✚ Record daily transactions.
- ✚ Followed up on client's billing disputes.
- ✚ Prepared month-end reports as needed.
- ✚ Assist in preparation of quotations and contracts.
- ✚ Reporting to Financial Manager.

- ✚ Monthly Bank Reconciliation Follow up all banking transaction.
- ✚ Resolving issues regarding payments of suppliers.
- ✚ Prepare salary of staff and their monthly accounting treatment.
- ✚ Check the accuracy of accounting vouchers and reports, communicating discrepancies with vendor.
- ✚ Assisting with other duties and responsibilities as required

## **EDUCATION | CREDENTIALS**

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- ✚ **Master's in Business Administration (MBA)**  
2010 – 2014 (Preston University - Kohat)
- ✚ **Bachelor's in Commerce (B. Com)**  
2008 – 2010 (Bahauddin Zakariya University – Multan)
- ✚ **HSSC / Intermediate (F.S.c Pre Eng.)**  
2006 – 2008 (Punjab College of Information Technology – Multan)
- ✚ **S.S.C / Matric**  
2004 – 2006 (Multan Board)

## **KEY SKILLS / COMPETENCIES**

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- ✚ Well-Verse with computerized financial accounting system and MS office.
- ✚ Interacting with customers, distributors and suppliers on a personal level providing exemplary customer service.
- ✚ Displayed ability to handle multiple tasks and work independently with minimal supervision.
- ✚ Comfortable in fast paced, performance-oriented environment.
- ✚ Hard working and honest individual with a positive approach towards work with adjustability and adaptability to any environment.

## **PERSONAL INFORMATION**

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Father's Name	:	Nazir Ahmad
Date of Birth	:	11-Jul-1990
Passport No.	:	FT9824792
Nationality	:	Pakistani
Marital Status	:	Married
Religion	:	Muslim
Language Known	:	English, Urdu, Punjabi