



Muhammad Abid Fayyaz

Aftersales cum Contracts & Compliance – **Finance & Development Department**

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-  Dubai, UAE
-  Nationality: Pakistan
-  Date of Birth: 11 Aug 1988
-  UAE Driving License
-  Employment

A B O U T M E

Experienced as Senior Accounting Position & RERA Administrator with a demonstrated history of working in the Real Estate Development, property management and Construction industry. Highly Skilled in Accounting/ Administrative and Real Estate Developer Activates.

C A R R E R P R O G R E S S I O N

E X P E R I E N C E - 1 3 Y E A R

UAE – March 2014 to Till Date
Pakistan – July 2009 February 2014

Assistant Manager – Aftersales cum Contracts & Compliances

MBL Development DMCC – (MAG Group) , Nov 2020 till date
Handling Cluster K, JLT, Snagging, Handover, Oqood registration, Title Deed, Client Queries, SPA

Manager Accounts cum Association Executive

Stratum OA Management Dubai – Project: Al Khail Heights (Texture Properties)
From: 01 February 2019 to Oct 2020.

Providing and managing Customer support and all financial activities like Final Accounts, Mollak budget, Mollak Audit at Management office of Al Khail Heights 11 buildings and 58 townhouses

Manager Accounts & Contracts

Iman Developers Dubai, United Arab Emirates - From: March 2017 to Jan 2019.
Iman Developers is Real Estate Developer dealing in development projects in JVC Dubai.

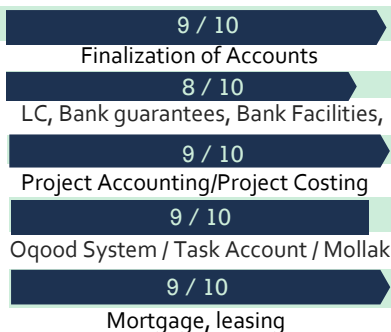
Senior Accountant

AL WAFI CONTRACTING L.L.C Abu Dhabi, United Arab Emirates – From March 2014 to February 2017
Al Wafi Contracting is a unit of Al Wafi Group of Companies based in Abu Dhabi dealing with big Projects in U.A.E.

Project Accountant

NLC Engineers, Karachi, Pakistan – From July 2009 to February 2014
National Logistic Cell the largest logistic support corporation of Pakistan in public sector that deals in mega construction projects, cargo services & tires production.

S K I L L S



Accounting Packages

- Peachtree, Sage 50 Accounting Software,
- Tally ERP 9,
- Smartprop OA Management ERP
- Zoho Books, Creator, Sign
- Salesforce

E D U C A T I O N

MBA - Accounts & Finance

Preston University Karachi, Pakistan

Bachelor of Commerce (B. Com)

The Islamia University Bahawalpur, Pakistan

T H I N G S | K N O W B E S T

Accounts & Finance	Manual Accounting	Budgeting & Analysis	Project Costing	Project Accounting	Finalization
	Auditing	LC, Bank guarantee, Facilities,	cash flows	Account Payable	Account Receivable
Land Department Real Estate Developer OA Management	SPA, DSR, Reservation	Oqood System	Mortgage, leasing	Task Account, Escrow account	Registration project/Unit
	Mollak System	RERA Audit	Association Budget	Resale Procedures	CRM
HR / Admin	Govt Laws	Leave Salary, EOSB	Ministry of Labor	Immigration	Visa Process

RESPONSIBILITIES & SPECIFIC DUTIES (Finance, Accounts & Projects)

OA Management:

- Maintain overall Accounts and Finance of Al Khail Heights Project with 13 financial (11 Buildings + 58 Villas + Master Community)
- Handling Escrow accounts (Real Estate Trust Accounts) for various projects and thorough knowledge of dealing escrow accounts with bank
- Liaise with Procurement team & Association Manager in preparing annual financial budgets for Budget Review.
- Liaison with auditors for ensuring smooth and Quick completion of RERA Budget Review and audit.
- Preparing quarterly financial and submitting to RERA.
- Assist homeowners with service charge budgets concerns, individual statements of accounts and other real & personal property-related matters. By phone calls & emails to ensure all association and service charge related concern.
- Coordinated with Team to issue invoice from Mollak on time.
- Responsible for Collection and Clients receipts as per Mollak policy on Mollak portal.

REAL Estate Developer:

- Preparing Sale & Purchase Agreement (SPA) (English & Arabic), DSR, NOCs
- Snagging for unit handover with clients
- Handling collections and client queries
- Unit registration in Land Department through Oqood.
- Arrangement of short-term funding from Bank for Operational activities
- Mortgage finance arrangement with Banks after getting necessary approvals from Dubai Land Department
- Tracking of milestones and follow up with development and marketing team
- Responsible for installment follow up as per Payment plan of project
- To be ensure for handing over the property to clients on time with clear snag.
- Bank Reconciliation and dealing with banks for bank guarantees& facilities
- Responsible for Sub-Contractors/Suppliers payment as per Payments Certificate & Invoices in accordance with Contract & LPO.
- Responsible for the complete accounting activities of the firm (Computerized Environment)
- Liaison with auditors for ensuring smooth and Quick completion of RERA audit (RT02, RT04)

Project Accountant – Construction

- Responsible for all accounting matter, handling accounts up to finalization by using accounting software.
- Verify & Post all invoices for Suppliers in the appropriated Cost Centers
- Preparation of Client Payment Certificate, billing & handling Receivables
- Foreign & Local transaction in line with L/C Terms & Settlement
- Preparation of L/G & Performance Bond, overdraft facility requirements
- Maintain of Register of Fixed Assets, Addition, Deletion, Disposal, Transfer
- Maintain all GL Accounts & Scrutinizing Prepaid Expenses, Provisions, Accruals, Depreciation
- Prepare monthly Payroll, Leave Salary, End of Service of Benefits as per UAE Law
- Liaison with auditors for ensuring smooth and Quick completion of audits, Internal & External
- Preparation of WIP, Depreciation Schedule, Provision for Maintenance & Proposed Dividend.
- Internal Auditor for ISO standard implementation, handling junior and subordinate staff, recruiting, training and motivating them to perform.
- Ensure deduction and deposit in Govt treasury of tax from payments of suppliers, contractors and tax law requirements.