**Amir Irshad**

Mobile: 00-971-56 -5348162

amiruaf39@gmail.com

Sharjah, UAE

**SUMMARY**

Profile: Male, 36 , Married

Nationality: Pakistan

Current Location: U.A.E

Company: RGC

Accounts Manager , Zaytoon Supermarket LLC.

**May 2009 –Jan 2015 United National Oilfield Services Muscat, Oman**

**Assistant Manager Accounts**

- Prepare MIS report ( Monthly , quarterly , yearly )

- Compile and analyze financial information to prepare financial statements including

monthly and annual accounts

- Prepare financial statements supporting schedules

- Facilitate and complete monthly close procedures

- Analyze revenues and expenses to insure they are recorded properly

- Insure financial reporting deadlines are met

- Resolve accounting discrepancies and irregularities

- Develop and maintain financial database

- Analyze financial information to recommend or develop efficient use of resources and

procedures

- Provide strategic recommendations and maintain solutions to business and financial

problems

**Apr 2008 - Apr 2009 Saud International LLC Muscat, Oman**

**Accountant**

Management Information Report (Monthly, Quarterly, Half Yearly and Yearly )

Cash Management,

Post Dated Cheque Management,

Bank Reconciliation,

Staff Payroll with benefit,

Preparation of Budget and Costing of Project,

Posting of General Journal, Ledger, Account Receivable, Account Payable,

Preparation of Chart of Accounts,

Profit and Loss Account and Balance Sheet

Cash inflow and Cash Out Flow Statement

**Apr 2006 - Apr 2008 Queen Mary College, Lahore , Pakistan**

**Budget & Accounts Officer**

Preparation and Presentation of Annual College Budget.

Attending Public Account Committee Meeting as College Financial Controller.

Cash Management,

Fixed Deposit Portfolio,

Bank Reconciliation,

Check and Verify Staff Payroll

Member of College Finance Committee

Bank and Cash Payments verification (codal formalities)

Bank and Cash Receipts reconciliation

**Jul 2005 - Apr 2006 Shahkot College of Commerce Shahkot, Pakistan**

**Lecturer**

Specialized accounting Teacher

Topic wise planning

Teaching of Accounts from initial to finalization, Using different brain storming

techniques

Accounts training by using different soft wares

**EDUCATION**

Mar 2000 - Mar 2003 **B.Com(Accounts) Punjab University, Pakistan**

1st Grade

Oct 2003 - Jul 2005 **M.Com(Finance) Agriculture University,**

**Pakistan**

3.63/4.00 GPA

**OTHER CERTIFICATES**

2005 **Internship MasoodTaxtile Mills, Pakistan**

2008 **IELTS British Council, Lahore,**

**Pakistan**

**IT SKILLS**

**Windows & Office tools**

Diploma in Windows Application Advanced

**LANGUAGES**

English Fluent

Urdu Fluent

Arabic Working knowledge

**COMMENTS**

ACCA Continued (Part clear)

Having Valid UAE Driving License