



Balawal Farid

Son of:
Liaqat Ali Cheema

Gender:
Male

Date of birth:
08-11-1989

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Location: Dubai Satwa

Hometown:
Sialkot Pakistan

Language:
English
Urdu
Arabic
Japanese
Hindi

Material Status :
Single
Religion:
Islam

Skype Id:
Bilawal.cheema3

Visit visa.
27 DEC 2019 To
21 Mar 2020

Professional Summary:

The Junior Accountant reports to Finance Manager and will be responsible for the full function accounting duties pertaining to the business – debtors, creditors, petty cash, banking accounts, statutory returns and monthly reporting
The Assistant Accountant will provide support to the senior accountant and wider finance team by helping to prepare financial statements, accounts, budgets, processing invoices and preparing VAT returns
Money out – making payments and keeping the bills paid
Money in – processing incoming payments
Payroll – make sure everyone gets paid (including the government)
Reporting – preparing financial reports, e.g. P&L, Balance sheets and budgets
Financial Controls – to avoid errors, fraud and theft
Record accounting entries in Sap, verification and analysis of invoices & bills
Account payable Account receivable,
I have good experience in different fields and I have good communication skill, I also have great knowledge about many important languages.
The exposure has been tremendous and very fruitful.
Enthusiastic self-motivated who enjoys working with people polite & outgoing
With positive work attitude .Willing to learn, hardworking and great sense
I also possess independent judgment and analytical review in any situation
And provide true and fair reporting.

Work Experience:

Awan Sports Industries Pvt Ltd



Position: **Junior Accountant.** (Payroll, debtor, creditor A/C)
Location: 9KM Aadha Daska Road Sialkot Pakistan
(12- Jan-2017 -To – 10- DEC - 2019)



Landmark Group of Companies.

Position: **Assistant Accountant.** (Warehouse)
Location: Jeddah Khumrah in KSA (SAUDIA ARABIA)
(29-May- 2013 -To- 24-Nov 2016)

Awan Sports Industries Pvt Ltd

It is playing role in Sports Goods like Foot Balls , Composite & Wooden Hockey Sticks , Composite paddle Rackets and Shin guards so on, which is directly export to international customer (All Over the world)

Designation in Awan Sports Industries as Junior Accountant

Duties in Awan Industries.

Handling petty Cash. Manage All Vendors & Customers Invoices.
Preparing salary sheet with all allowances and deductions of 2000 plus employees.
Passing journal & ledger entries and maintain record through **QUICKBOOK**
Process employees pay in accordance with HR requirements
Manage accounts payable (bill payments, salaries, petty cash, freight forwarder, courier and transport supplier etc.) in a timely manner, Manage All Customers Invoices.
Manage account receivable through cash / cheque / voucher / International customer account /local customer account in a timely manner,
Posting of payment voucher after releasing the cheque, and maintain a regular filing of payment vouchers
Resolve payroll problems (e.g. overlooked bank holidays, late payments, etc.).
Verify, allocate, post and reconcile transactions
Maintaining accurate and up to date records of all financial transactions
Processing incoming payments from abroad
Export & Import form Clearance Processing and Samples payment clearance from bank
Maintain and reconcile cash / financial accounts
Bank/ debtors/creditors reconciliations on every month
Filling tax return and handling invoices and tax receipts
Preparing balance sheet, profit and loss statement, and other reports
Prepare and submit weekly/monthly reports

LANDMARK GROUP OF COMPANIES.

Landmark Group is famous in all over the world especially in united emirates. This group has many branches with different brand names like home box , home Centre , splash , city max and also have different products (electronics products ,furniture ,and fabric related products and also daily use many types of products)

Designation in Landmark Group as Assistant Accountant

Duties in warehouse.

Preparing salary sheet with all allowances and deductions of 900 plus employees.
Administer all aspects of the payroll, accounts payable, accounts receivables and banking functions of the Company, ensuring all transactions are processed accurately and in a timely manner
Passing journal & ledger entries and maintain record through **TALLY ERP 9**
Reconciles the general operating account and payroll bank statements and enters the cash journals into the General Ledger, Bank/ debtors/Creditor reconciliations in every month
Coordination with the banks/customers about payment. Filling tax return
Managing supplier/ buyer Accounts, Managing payroll and all allowances calculations
Processing business daily expenses and pass entry with complete details.
Making & track payments, keeping the bills paid like (Transporter, contractor and custom bills)
Processing incoming payments from abroad and preparing financial reports,
Preparing P&L Account, Balance sheets and budgets, Assets, Liabilities sheets
Maintain purchase ledger accounts and prepare a weekly list of purchase ledger payments for approval by the GM. Handle account payables and receivables.

Professional Qualifications:

- **Master of Business administration (MBA FINANCE)**

- From (2017) to (2019)

Virtual University of Pakistan (VU) (Sambrial Campus)

- **Master of Information Technology (MIT)**

- From (2015 To 2017)

- University of Gujrat (UOG) (Hafiz Hayat Campus)

Academic Qualifications:

- **B.com**

- Apex College Sialkot

- University: University of the Sargodha (2012)

- **I.com**

- Degree College Daska

- Board: B.I.S.E Gujranwala (2009)

- **Metric**

Government of High School Jamka Cheema

- Board : B.I.S.E Gujranwala (2007)

Computer Skills & Diplomas

- 8 Month diploma of Import & Export
- 1 Year = Auto Cord
- 6 +6 Month = Corel Draw Application + Adobe Photoshop
- 6 Month = Sap & many International Software's Training
- 6 Month = Microsoft Office (MS Access+Word+Excel+Power point)
- (Typing Speed) 80 wpm

Personal Skills and Abilities:

- Team Member
- Time Management
- Adaptability of Changes
- Communication Skills
- Honesty & Integrity

Reference:

Will be provided on Demand