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**JAN GUL**

**Address: Al Mutaredh, Al Ain**

**United Arab Emirates**

**Email address: jaangulorakzai@gmail.com**

**UAE Cell phone#: +971-56-7599424**

**Objective:**

Self-motivated and experienced Accountant with a strong work ethics and determination to complete tasks in a timely manner. Having three years’ UAE experience in accounts payable, receivable, and financial accounting practices. Seeking a responsible and challengeable position in a company where I can develop and enhance my career growth besides using any experience and great skills to improve work performance, development, and make progress to the company.

**Working Experience at Murban Group Furniture Trading as a General Accountant from *01-April-2018 to 30-Oct-2019*:**

***Duties and Responsibility as a General Accountant:***

* Prepare journal entries and ledger
* Prepare monthly sales and purchases reports
* Verify, allocate, post and reconcile accounts payable and receivable
* Bill payables of suppliers (payments), Bills receivable Follow up,(collection)
* Cross verifying all invoices related to purchase and sales to verify VAT and total amount
* Monthly Closing of all customer ledger to manage bills receivables. Stock valuation
* Bank reconciliation statement and other bank related activity:(cheque deposit, cash deposit)
* Petty cash Management
* Coordinate physical Inventory and cycle count, point out expire, obsolete and damage inventory during physical count
* Properly maintain and arrange all the documented records of different ledgers and accounts for the internal and external audit process
* Assist in preparation of monthly personnel payroll
* Assist with Chief Accountant month end adjusting process
* Proficiency in relevant accounting software and advance excel

**Working Experience at Al-Falah University as an Accounts Assistant *from 13 Sep 2015 to 31 Mar 2018*:**

***Duties and Responsibility as an Accounts Assistant:***

* Passing journal entries and book keeping documentation
* Perform the process of accounts payable to prepare cheque for suppliers and students to pay them accurately and in accordance with finance policy and procedures.
* Manage the process of accounts receivable to receive payments in the form of cash, cheque, and visa.
* Perform the revenue/fee reconciliation process and other expenses
* Reconcile cash physically and deposit confirmation on daily basis.
* Perform general accounts analysis and reconciliation on monthly basis including Bank statements, Students account, Creditors and resolve their differences
* Administer banking transactions like deposits, withdrawals, transfers and other bank documents
* Handle students account and analyze their statements to generate monthly reports
* Follow up for the Collection
* Perform and assist the senior accountant for the month end adjusting process
* Assist in the preparation of monthly personnel payroll and deposited in bank
* Manage the process of documentation while to maintain the record of all accounts and ledgers properly
* Managing petty cash related to office expenses.
* Assist in the audit process to be-prepare and be-arrange all files & documents for the internal and year end external auditors during audit processes.

**Professional Computer Knowledge:**

Having experience on the following software:

* Quick book Desktop
* Oracle ATS(Adaptive Tech Software)
* Peachtree Quantum
* Tally ERP 9
* ICG ( for Inventory)
* Advance Excel

**Educational Qualification:**

* **M.B.A Finance** from **International Islamic University in 2014 Islamabad Pakistan**.
* **BBA (Hons) Finance/Accounting** from **Preston University in 2012 Kohat Pakistan**.
* Intermediate (Comp-Science) in 2007 from **Board of Intermediate & Secondary Education Kohat.**
* Matriculation (Science) 2005 from **Board of Intermediate & Secondary Education Kohat**

**Personal Detail:**

**Date of birth:** 17-04-1987

**Father Name: Janat Gul**

**Nationality:** Pakistani

**Passport Number:** EW4797321

**Marital Status:** Married

**Visa status**: **(31-Dec- to 31-Mar-2020)**

**Availability Immediately**

**Languages:**

Fluent in the following languages:

* English
* Urdu
* Pashto

**References:**

Can be furnished on request