

Bushra Afzaal

Dubai

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"Seeking a challenging and growth-oriented position in a financial services organization wherein I can to utilize my knowledge and experience to the maximum benefit of the organization while simultaneously upping my professional expertise and core skills."

Work Experience

Accountant Cum logistics Executive

OCEAN VOICE SHIPPING LLC - Dubai

April 2019 to Present

Ocean Voice Shipping Company Established in the LOGISTICS HUB of Middle East market. We, Ocean Voice Shipping Co are logically located in the heart of Dubai - UAE. Ocean Voice Shipping Co arranges air freight and sea freight having capability ensures your cargo reaches any city, country or continent, whenever you need. Goods are collected at the point of origin, cleared through customs and delivered to the end consignee's using the most cost effective and expedient route.

As an accountant cum logistics executive key responsibilities' are below.

- Posting the incoming /outgoing payments in the system.
- Preparing Intercompany reconciliation.
- Preparing Freight and Handling Expense for UAE and Overseas.
- Follow up with vendors on the monthly shipment details to update the monthly import plan.
- Preparing Packing List, Deliver Advise as per the details on the invoice.
- Documentation of Air and Sea - Import & Export (FCL/LCL).
- Supervise completion of all shipping documents.
- Collection from debtor's in various countries.
- Contact with creditors in various countries.
- Deliver financial information to the management.

Administration in HR / Senior Accounts Officer

SHROOQ PHARMACEUTICALS (PVT) LTD

January 2018 to March 2019

Shrooq Pharma is one of the fastest growing Pakistan based Pharmaceutical Company.

Shrooq Pharma core business activity is pharmaceutical formulations which includes products development, manufacturing & marketing. As an Administration in HR and senior accounts officer my key responsibilities below.

- Organize and maintain personnel records.
- Update internal databases (e.g. record sick or maternity leave).
- Prepare HR documents, like employment contracts and new hire guides.
- Arrange travel accommodations and process expense forms.

- Answer employee's queries about HR-related issues.
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days, work schedules and leave in casements).
- Manage Accounting Duties of retail environment.
- Prepare Financial Statements.
- Manage Daily General Ledger Posting in terms of Accounts Payable and Receivable.
- Analyze and Solve Financial Issues.
- Manage Journal entries in the ledger for Accounts Debit and Credit.
- Manage Profit and Loss Statement on monthly Basis.
- Manage Petty Cash and Other Financial Expense.

Assistant to Accounts Manager

AL SALAM TECHNOLOGY QATAR

January 2016 to November 2017

Al Salam Technology Is a Leading Digital Infrastructure Systems Integrator and It Solutions Provider in Qatar. It Is Owned and Managed by Salam International Investment Limited. As a assistant to accounts manager key responsibilities below.

- Managing all accounting transactions.
- Publishing financial statement in time.
- Handel monthly, quarterly and annual closing.
- Verify, allocate, post and reconcile accounts payable and receivable.
- Ensure timely bank payment.
- Produce error-free accounting reports and present their results.
- Follow up for the overdue payment.
- Prepare the payroll of staff, ensure with their provident fund deductions paid on monthly basis.

Costing Officer / Customer Relationship Management

PAKWEST INDUSTRIES PVT LTD

October 2014 to October 2015

Pakwest industry is a manufacturing and importer dealing in chemical and artificial leather. As a Costing Officer and Customer Relationship Management my responsibilities below.

- Sales Analysis Reports.
- Manage Financial Documents such as Invoices, Bills.
- Manage Accounts Payable & Receivable.
- Manage Purchase Orders.
- Manage Company Ledgers.
- Analyze the Process of Business Expenses.
- Coordinate the Internal and External Audits.
- Manage Day to Day Transactions.
- Manage Balancing in Account Books and Rectifying Discrepancies.
- Manage the Posting Process of Daily Receipts.
- Analyze the Coordinate Office Management Activities.
- Communicate with clients to identify their requirements and make appropriate adjustments necessary for meeting client needs.
- Keep record of all customer information, requirements, and preferences.

- Follow up on customers to ensure they are satisfied with product/service received.
- Contact clients via calls, emails, or meetings to ensure they are satisfied with purchased products/services.

Accounts Officer

NAYYER GROUPS OF INDUSTRIES - Dubai

January 2012 to August 2014

UAE). It has the widest range of machinery to manufacture most of the products liked by the customers worldwide. The group is manufacturing carpets in cut pile, loop pile, high pile, straight, cross over, single sliding needle bar, double sliding needle bar & jute shifter. As Accounts Officer my responsibilities involved below.

- Manage Daily Sales Invoices on ERP Wizmen Financials.
- Manage Cash Book and Reconcile with Petty Cash in Hand.
- Prepare the General Price List on Monthly Basis.
- Prepare Party-wise Price List on Monthly Basis.
- Manage and Analyze the Posting of Sales on Daily Basis and Reconcile Them According to Parties Rate, Discount and Commission.
- Manage the Process of Export Sales on Monthly Basis.
- Manage and Analyze the Sale Summary and Rectify Error on Monthly Basis.
- Compare Stock in Hand Report with Stock Adjustment.
- Analyze and Correct the Negative Balance, Unmatched Data, etc.
- Analyze and Correct the Consumption Report on Monthly Basis.
- Manage the Process of Costing on Monthly Basis.

Education

MBA in FINANCE

UNIVERSITY OF CENTRAL PUNJAB - LAHORE, PK

B.COM

PUNJAB COLLEGE OF COMMERCE - LAHORE, PK

High school or equivalent in Commerce

PUNJAB COLLEGE FOR WOMEN - LAHORE, PK

High school or equivalent in General Science

Pakistan Education Centre - Doha Qatar

Skills

MS Outlook, ERP (Accounting Software), QuickBooks, Microsoft Office (10+ years)