



Muhammad waris butt

Profile:

A competent and committed Finance post graduate who has hands on knowledge and experience of Finance and Accounts. Possessing excellent communication skills and having the ability to communicate professionally with clients and colleagues on detailed financial issues and services. Easy going by nature, and able to get along with work colleagues and managers.

Competencies and Skills:

- Understanding of International Financial Reporting Standards (IFRS) and ability to apply accounting treatments to complex transactions.
- Strong financial analysis, analytical, auditing and presentation skills.
- Report writing and reviewing skills.
- Ability to handle both, the internal activities of an organization as well as the external dealings with customers, vendors, government bodies, etc.
- Very strong in handling the MS office tools and web search tools.

Work Experience:

UAE Exchange Centre LLC (Jun 2015 to Present)

Senior Associate (General Accountant):

- General Ledger posting and reporting.
- Accounts Payable Processes & Management and Bookkeeping.
- Reconciliation of staff payroll and other payments.
- VAT expense allocation to all the department of company on monthly basis.
- Handling all the company vendor payments requested by all the departments.
- Reconciliation of sundry parties account on monthly basis.
- Arranging and processing the funding requirements of Intercompany.
- Monthly preparation of bank rental loan of the company.
- Computation of IFRS- 16 for the company with 500 plus leases.
- Intercompany balance reconciliations.
- Handling in house travel company accounts.

Branch Accountant:

- Plan, organize and co-ordinate the branch operation including day to day activity.
- Responsible for preparing the reconciliation statements at the end of each month.
- Responsible for preparing journal entries, posting the journal entries, and posting to the general ledger.
- Participates in developing, implementing and evaluating branch plans, work processes, systems and procedures to achieve or exceed monthly and annual goals, objectives and work standards.

Junior Associate (Branch Operations):

- Responsible for execution and implementation of competent regulatory authority guidelines, Conduct day to day remittance and other transactions according to KYC Standards.
- Managing branch cash and FC stock requirement and fund to BND department as a cashier.
- Take instruction from compliance team on AML related issues, conduct due diligence, reporting suspicious transactions and AML audit coordination.

PERSONAL DETAILS:

UAE Exchange building,
Hamdan Street, AUH, UAE
Cell: 00971 50 1263307

@: warisbutt94@yahoo.com

Birth Date: 13 Aug 1990

Nationality: Pakistani

Visa Status: Resident Visa

Marital Status: Single

Core Competencies:

- Accounts Payable Processes & Management
- Corporate Accounting & Bookkeeping
- Journal Entries & General Ledger
- Monthly Financial Reporting
- Corporate Financial Statement Analysis
- Bank Account Reconciliation

Languages:

- English
- Hindi
- Urdu
- Arabic (Intermediate)

Interests and Hobbies:

- *Travelling*
- *Playing Cricket*
- *Internet surfing*

Internship (MCB Bank): (Jan 2015 to march 2015)

I have started my career with **MCB Bank** I accomplished internship in the branch like Account Opening, Remittances, Cheque, Clearing, Customer services and also, works in Credit and Forex department.

Monitor the day to day transactions and collect all relevant and supporting documents relating to the source of funds and purpose of transaction.

Professional Certificates & Training:

- Certification in MS Office, Computer Application (Punjab University)
- Internship training
- Foreign Exchange Training
- AML (Anti money laundering)
- QuickBooks
- Tally ERP
- Correspondence relationship with banks.

Education:

- ACCA– Affiliate (2016) Skans College Lahore, Pakistan
(The Chartered Certified Accountant)
- Bachelors in Commerce (B.com) (2011) Punjab university Lahore, Pakistan
- I.Com (2009) Lahore Board Lahore, Pakistan