

# Tayyab Raza

Visa Status: Employment Visa

Availability: Immediate after 5-Feb-2021

Date of Birth: 10 November 1985

Tel: +971 56 678 2001 E-mail: t.raza1472@gmail.com

Driving License: 1904686



## Key Skills from Dubai UAE Experience (8 Years)

- ❖ Accounts
- ❖ Operations
- ❖ Management
- ❖ Administration
- ❖ Supervision
- ❖ Inventory
- ❖ Cliental
- ❖ Govt. Dept.
- ❖ Corporate Finance
- ❖ Securitized Bonds
- ❖ Investment controller

- Complete knowledge of day-to-day accounting procedure, operational & management works
- Formation and preparation of books of accounts, ledgers, MIS reports, and final accounts e.g. Balance Sheet
- Preparation and Submission of accounts in UAE and UK Govt. authorities.
- Preparation and Submission of VAT returns submission and corporate Tax knowledge in UK and UAE
- Dealing with Auditors and External Consultants.
- Good knowledge of corporate financing, investment modeling, budgeting, forecasting, and securitized bonds.
- Worked on various accounting software e.g. Pinnacle, Quick books Premier, Xero, Operate CRM & Tally ERP 9
- Complete Knowledge of Intercompany relations and transactions.
- Complete Knowledge in Group Structuring and Consolidation.
- Complete Knowledge of handling SPV companies' accounts.
- Complete Knowledge of Co-Working business shared and virtual office providers.
- Well-versed in property investment and bond management including investors' reports, dividends payouts, and interest coupon payments.
- Well versed in the project management system.
- Complete knowledge of administration works, payrolls, visa procedures.
- Complete knowledge of inventory system, stock inwards & outwards, material purchase & dealing with vendors and suppliers.
- Complete knowledge of Fit-out & Décor execution works procedure and documentation process from project registration to completion certificate.
- Worked as a Team Leader of customer services, designing, operations, and business development officers.

## Profile

- Objective** To handle a responsible and demanding position in which my educational knowledge, abilities, and experience can contribute to the achievement of the company's goals and visions Including personal growth.

## Work Experience



NAO GROUP DMCC  
Dubai, UAE

### GROUP ACCOUNTANT

*"Nov 2017 to Jan 2021"*

#### There, My Responsibilities are

- Working in Head Office based in Dubai UAE as a group accountant for 6 companies under the umbrella in UK, Gibraltar, and UAE.
- In-charge to maintain books of accounts for all companies separately and consolidated e.g. Trial Balance, Balance Sheet including monthly MIS reports, group performance analyses, and cash flow.
- Preparation of weekly, monthly, bi-annual, and annual reports and management accounts.
- Handling corporate finance, investment, commercial building operations.
- Maintaining books for UK based SPV's & Coworking Management Company.
- Preparing and filing VAT returns for all the companies in UK and UAE.



(Interior & Fit out)  
(Dubai, UAE)



**Algebra Contracting  
LLC**  
(Dubai, UAE)

- Preparation of Investors' quarterly reports e.g. Performance Analyses, investment updates, forecasting, business plans scorecards, etc.
- Maintaining Investor's register including quarterly and half-yearly dividend and Interest payouts.
- Good Knowledge of UK and UAE laws related to preparation and submission of accounts & VAT returns in HMRC, Companies House, FTA, and DMCC.
- Taking Care of Account Receivable, Account Payable, and run through payments bi-monthly.
- Preparation and handling of Payrolls for UK and Dubai staff including Furlough and Job retention schemes.
- Responsible and analyzing for business operations, costs, revenues, financial commitments, and obligations, to project future revenues and expenses.

#### **ACCOUNTANT GENERAL**

*"Sep 2015 to Nov 2017"*

##### **There, My Responsibilities were**

- Gather all the data from different sources and collect in a summarized form, then closed the Annual Accounts for December-15 and provide complete financial reports e.g. Balance Sheet immediately after joining the company.
- Taking Care of Assets, Liability, Account Receivable, Account Payable and capital accounts by compiling and analyzing account information.
- Recommends financial decisions by analyzing accounting options.
- Introduced stock Inventory System for the warehouse and Production House and responsible for monthly checking of stocks.
- Taking Care of all Manual Books of Accounts, Management System and other operational works.

#### **PROJECT INCHARGE (Short-term Contract 1-Year)**

*"August 2014 to July 2015"*

##### **There, My Responsibilities were**

- Worked as a cost controller and Full In-charge to take care of Projects Cost, gross profit, materials, and labor management.
- Analyzing actual manufacturing costs and check periodic reports comparing standard costs to actual production costs.
- Checking of Weekly reports e.g. Income and Expense, Project Cost Sheet, Material Requisitions, Warehouse Stocks Sheet etc.
- Preparation of Estimation cost as per the BOQ to control the project cost.
- Preparation of quotation as per the inquiries and scope of work.
- Introduced suppliers and sub-contractor with best rates and quality works to minimize the cost of the project.
- Deal with Suppliers and Sub Contractors.
- Bring new projects and introduced clients for business development and fully responsible to complete the projects till hand over.
- All the Operational Works related to the project and Correspondence with clients and Govt. Departments.
- Full In-charge of Project from Registration to Handover to the Client including documentation, payments, correspondence of building managements & Government Departments, execution work, Inspections & handover.
- Give training to the supervisors and foremen to educate them about work efficiency including site visit to check the work in progress.
- Worked on the marketing strategies to improve business through company profile, Website and other sources of advertisement.
- Get work updates from supervisors on daily basis and prepare work plan for every next day.



**Muhammad Yousaf  
Décor LLC**  
(Interior & Fit out)  
(Dubai, UAE)



**Asaa Impex**  
(Trading of Kitchenware  
and Cosmetics)  
(Lahore, Pakistan)



**Graphic Vision**  
(Lahore, Pakistan)

## **ACCOUNTANT GENERAL**

*"April 2012 to July 2014"*

### **There, My Responsibilities were**

- Introduced and Format All the Books of Accounts & ledgers System
- Introduced and Implemented Documents Control System
- Prepare all the ledgers, P&L Accounts, Fixed Assets Record with financial analysis.
- Made Appropriate Ledgers and Books of Accounts and entered all the previous Data in accounting system.
- Introduce and Implemented Cash Flow System
- Full In-charge of Accounts Dept., Admin & Operational Works and Correspondence with clients and Govt. Authorities.
- Full In-charge of Project from Registration to Handover including documentation, payments, correspondence building managements & Government Departments, execution work, Inspections & handover.
- Responsible to Submission of Monthly MIS Reports.
- Taking care of Fixed Asset Accounting, General Ledgers, Financial Statements, Expense Analysis, Payroll, Accounts Receivable, Accounts Payable, and Spreadsheets.
- Preparation and Final Checking of Drawings and Documents to be submitted to the Govt. Authorities and Building Management.
- Follow up for the Submission, Inspections and correspondence with Govt. Authorities and Building Management.
- Responsible for Final Checking of Daily Reports e.g. Cash Book, Stock Checking Details, Daily Expense Sheet Details, Receivable and Payable.

## **ASST. MANAGER OF ACCOUNTS & IMPORTS**

*"June 2009 to March 2012"*

### **There, My Responsibilities were**

- Taking Care of Cost, Finance and Management.
- Implementing Financial and Operational Controls that Improve P&L.
- Expertise in Accounting Systems Development.
- Maintain Ledgers, Trial Balance, Financial Statements, Salaries, Debtors, Creditors, Bank Accounts and Cash Flow Statement
- Maintain the Books of Accounts and Receipts & Payments Manual and Computer using Pinnacle Software.
- Maintain all the Import Related Documentation and Correspondence.
- Check and Balance for all the Documents Related to Shipment e.g. Bill of Lading, Performa Invoice, Packing List.
- Maintain and make Worksheets for Cost and Sale Price of the Product.
- Responsible for Preparing of all Daily Reports on Daily Basis.

## **ACCOUNTANT**

*"April 2006 to May 2007"*

### **There, My Responsibilities were**

- Maintain the Books of Accounts Using MS Office
- Maintain the Cash Flow Statement on Daily Basis and Check the Complete Cash and Credit Expense Detail of the Day
- Taking Care of Cash in Hand and Bank Balances
- Preparation of Monthly Reports and Income Statements
- Maintain the Ledgers of Receivable and Payables
- Preparation of Daily Production and Sales Report
- Preparation of Salary and Other Allowances Detail

<b>Saeed Methani Mushtaq &amp; Co.</b> (Chartered Accountants) (Lahore, Pakistan)	<b>AUDIT OFFICER (Trainee)</b> <i>“September 2005 to April 2006”</i>
<b>MCB Bank Ltd.</b> (Lahore, Pakistan)	<b>TRAINEE</b> <i>“June 2005 to September 2005”</i>

Education		
Year	CGPA/Div.	Degree and Institute
2007 to 2009	3.48 (87%)	<b>Master in Business Administration (MBA) “Major in Finance”</b> National College of Business Administration & Economics, Lahore.
2003 to 2005	1 <sup>st</sup>	<b>Bachelor’s in commerce “Accounting, Economics &amp; Computer”</b> Hailey College of Commerce, University of Punjab, Lahore
2001 to 2003	2 <sup>nd</sup>	<b>Intermediate in General Science “Maths, Statistics &amp; Economics”</b> Govt. Dayal Singh College, Lahore.
1999 to 2001	2 <sup>nd</sup>	<b>Matriculation “Maths, Physics, Chemistry, Biology”</b> Govt. High School, Allama Iqbal Town, Lahore.

Expertise
<ul style="list-style-type: none"> <li>Window XP, Window 7-10, MacBook, Clouds etc.</li> <li>Pinnacle (Accounting Software)</li> <li>Quick Books Premier (Accounting Software)</li> <li>Tally ERP 9 (Accounting Software)</li> <li>XERO (Accounting Software)</li> <li>OPERATE (CRM)</li> <li>Can Work on any Accounting Software.</li> <li>MS. Office (Outlook, Word, Excel &amp; PowerPoint) and In-page</li> <li>Cash Flow Statement</li> </ul>

Activities and Interests	
Teaching	10 Years
Internet	Browsing and e-mail, Typing Speed about 35 WPM.
Sports	Football, Badminton, Snooker, TAE KWON DO Black Belt in TAE-KWON-DO and won Gold Medal at National, Punjab & Board Level
Traveling	Northern Areas and many other cities of Pakistan
Entertainment	Sketching, Poetry, Reality and Comedy Shows, Driving, Outing

Personal information	
Father’s Name	Syed Dilawar
Gender	Male
Passport No.	AA4854483
Driving License:	1904686
Nationality	Pakistani
Marital status	Married
Address	Lahore, Pakistan

References
Available on Demand
Availability
Immediately