

AKHTAR ALI

Location: Dubai, UAE

Contact no.: 0529116948

Email address: akhtarashrafi@hotmail.com

Notice period: Immediately Available

Driving License: Yes

Department: Accounts/Finance/Retail/Admin

Date of birth: 15-03-1991



Individual Summary:

A highly driven Accounts & finance professional with sharp focus on continuous personal and professional development, following the principle of the revered Japanese Kaizen concept of constant improvement.

CPA-UK (Certified Public Accountants of UK - CPA Pro)

CPA

ACCA -UK (Association of Certified Chartered Accountants)

ACCA (P)

Intermediate Fsc -PK (Government Post Graduate College Swabi-Pakistan)

Fsc

Professional Summary:

Employer:

FUN HOUSE LLC - Alain, UAE

Company Description: Retail activities by selling fresh food and sweets

Position Held:

Accounts Manager_(Reporting to Managing Director)

From:

Dec 2019, Present

- Prepare complete accounting records while ensuring accuracy, completeness and compliance with international accountancy standards
- Recording of sales invoices and purchase invoices
- Keep tracking of and giving advices related to production cost
- Maintaining prepayments of expenses and provision schedules for leave salary, air ticket & gratuity
- Maintain fixed asset register and addition/deletion of assets along with depreciation schedules
- Prepare employee leave/final settlements as per UAE labor law and company policies
- Maintaining Employees Records along with payroll.
- Preparing month end reports related to sales and profitability (Profit & Loss).
- Preparing Month end report of products sold for each supplier.
- Bank and POS terminal reconciliation across all marinas
- Making reports for VAT submissions
- Processing purchase orders after price comparisons and quotations
- Process petty cash requests after reconciling the running balances
- Ensuring accurate and consistent trial balance mapping for all entities
- Maintain PDC lists and deposits cheques as per maturity
- Assisting and working with external audit for timely generation of audited financial reports
- Performing month on month expense variance analysis
- Prepare monthly reports for management
- Assisting and managing other day to day activities along with some admin responsibilities.

Employer: ALMARWAH REAL ESTATE & BUILDING CONT LLC, AJMAN
Country
Company Description: (Selling, purchasing & managing properties along with construction)
Position Held: Accounts Manager_(Reporting to Managing Director)
From: Nov 2015 to Dec 2018
Job Responsibilities:

- Posting of all sales & purchase vouchers.
- Posting of all journals at each month end.
- Reconciliation of ledgers such as bank and bank books customer accounts.
- Conversion of purchase requisitions to purchase demands (LPOs).
- Different analysis of sales position of the company.
- Costing of products and services provided by the company.
- Preparation of budgetary compliance.
- Maintaining Payroll.
- Management of Buildings.
- Management of rental income and expenses related to properties.

Employer: The Factory Mart Moll, Ajman, UAE
Company Description: (Retail & Rental Activities through Shops)
Position Held: Accounts & Operations_(Reporting to Managing Director)
From: June 2016 to Dec 2017
Job Responsibilities:

- Mainly reviewed operational & financial activities of the Moll.
- Making sure day to day smoothly running of the Moll.
- Making sure to bring different nationalities people on one table (platform).
- Making sure to resolve any discrepancies arise.
- Posting of rental, expense and purchase vouchers.
- Posting of all journals at each month end.
- Maintaining payroll through WPS system.

Employer: Accountancy Advisory Services – UK, Lahore, PK
Company Description (Advisory services of TAX and Business advisory – HMRC-UK)
Position Held: Assistant Accountant_(Reporting to Managing Director)
From: Dec 2013 to March 2014
Job Responsibilities:

- Recording of data in Sage Line 50 Software.
- Maintaining Payroll for the clients.
- Collecting data from clients.
- Making sure of satisfactory services to clients.

IT skills

- Microsoft Office (Excel, MS Word)
- Tally ERP 9
- Quick books
- Peachtree
- Odoo Accounts,Expense,HR Module