

# MUHAMMAD KAMAL

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Visa : Visit Visa



## Profile Summary:

An **MBA and B. COM**, professional with more than **10 years** of progressive work experience in different level in the field of **General Accounting**, accounts finalization up to balance sheet and fund flow, inter-company reconciliation, **Management of Receivables and Payables**, **Payroll**, **VAT Accounting**, manage cash, computerized accounting, liaison with banks, creditors, debtors, and auditors including management reporting and inventory management.

## Skills & Competencies:

Financial Reporting I Internal/External Audits I Financial Planning I Cost Control I  
Budgeting I Forecasting I Fund Flow Management I Reconciliation I Inventory Control I  
VAT Compliance I Receivables / Payables I MS Office Apps I ERP Implementation I  
QuickBook I Payroll (WPS) I Team Management I Time management I Communications I

## Work Experience:



**Golden Tree Group of Companies** : **General Accountant**  
**Dubai - UAE** : **Dec. 2019 - Aug. 2021**

- Responsible for Accounts, Finance, Inventory & Payroll of Golden Tree Auto Repairing.
- Record the financial transactions timely & accurately in accounting system on daily basis.
- Prepare fund flow statement on daily basis to ensure the funds are available for requirements.
- Responsible for Inquiries, Quotations, POs, Tax Invoices, bills posting & documentation.
- Preparation of Financial Reports as per Management requirements by using **ERP**.
- Prepare monthly salaries of employees by the coordination of HR and process for the **WPS**.
- VAT calculation till to end e-filing tax return for each tax period of the company.
- Calculate employee's final settlement, EOSB, advance, leave pay, ticket, amortization of insurance, and other allowances accurately as per the UAE labour laws.
- Monitor expenses, prepare daily expenses & sales reports & forward to finance manager.
- Inventory control, analysis variation, and timely report to management on daily basis.
- Making all documents ready as per the auditor's requirement to conduct of audits.
- Reconciliation of banks, customers & vendors' statements with our statements.
- Manage account payable / receivable in efficient manner to avoid any delay.



**Abu Saifian Cement Products Est.** : **General Accountant**  
**Abu Dhabi - UAE** : **Feb, 2015 - Oct. 2019**

- Managing all Financial, General Accounting & Administrative activities of the Company.
- Handle all types of accounting functions such as G/L, Payable/Receivable, Inventory & Payroll.
- Maintain the File System with proper labels & record transactions in Excel Sheet & Quickbook.
- Managing Procurement, maintain the list of potential suppliers, prepare Quotations & POs.
- Coordinating with Logistics, manage Inventory to ensure timely delivery to customers.
- Managing Payables & Receivables account for timely payments & receiving of bills.
- Preparation of quarterly **VAT** returns, e-filing and maintaining record for Tax audit.

- Responsible for Payroll data verification and entry to ensure accurate & timely monthly processing payments to employees using the Wages Protection System (*WPS*).
- Reconciliation of Statements of Banks, Customers, and Vendors on monthly basis.
- Liaising with managerial staff for update and presenting findings and recommendations.
- Responsible to ensure accurate and timely monthly, quarterly and year end closing.
- Prepare Financial Statements & Reports by using customize Enterprise Resource Planning (*ERP*).



**Rufi Builders Pvt. Ltd.**  
**Karachi - Pakistan**

**: Accountant Cum Admin**  
**: July, 2010 - Dec. 2014**

- Performing administrative & clerical tasks, maintaining, recording and filing documents.
- Maintain all types of daily basis register such as Quotes, POs, Invoices, Inventory & Expenses.
- Project Costing, Cost Control and providing information to Management for pricing.
- Suppliers' monthly reconciliation and processing the payments as per credit terms
- Prepare monthly, quarterly and annual statements & reports by using database *ERP*.
- Prepare Salary Sheet, calculating of employees' benefits by taking input from the HR dept.
- Compute Tax Return, ensure compliance with payment with in due time & reporting.
- Arrange all the necessary documents and prepare reports necessary for Audit.
- Preparation and submission of different Financial Reports as per requirement.
- Reconciliation of Banks, Vendors, Clients, Statements & other duties as assigned.

### Academic Education:

- **MBA** : Master of Business Administration : Muhammad Ali Jinnah University : Kar.-Pakistan : 2013
- **B.Com** : Bachelor of Commerce : University of Karachi. : Kar. -Pakistan : 2010

### Training & Certificates:

- **MS Office** : *NCR- Karachi* (6 Months) : ( MS Excel, Word, Power Point, Outlook )
- **Excel Advanced** : *Aptech-Karachi* (6 Months) : ( MS Formulae, Reports Automation, Macros, V&H Lookup, Presentations w.r.t. Analysis )

### Computer Skills:

<u>Skill</u>	<u>Level</u>
QuickBooks, Focus, Xero.	: Advanced
Tally & SAP – ERP	: Advanced
MS Office Applications	: Advanced

### Languages:

<u>Language</u>	<u>Level</u>
Urdu	: Native
English	: Fluent
Arabic	: Working

### Personal Information:

Passport No. : AN4203092  
 Expiry Date : 05-08-2024  
 Date of Birth : 05-02-1981  
 Marital Status : Single  
 Gender : Male  
 Nationality : Pakistani

### Visa Status:

**UAE Visit Visa** which will expire on **Dec. 08, 2021**