

**International working Experience:**  
12 years UAE (Dubai, Ajman)

**Personal Information**  
Address UAE: Inds area 10,  
Sharjah UAE.  
Contact / Whatsapp#:  
**00971 50 214 66 10**  
  
**E-mail:**  
**faisalakhtar76@yahoo.com**

**DOB: 1976-06-13**

**Skills:**  
Proficient in accounting  
Softwares **(Tally, Excellence,  
Quickbooks, AS-400)**

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Advanced  
Accuracy, Analysis, Attention,  
Compliance, Mathematical  
Numerical Competence

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Advanced

VAT Return

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Advanced



**Faisal Nabi Akhtar**  
**Accountant**



**Professional Summary**

Highly knowledgeable and motivated accountant, Twenty years of working experience, **(Twelve Years in UAE), Eight Years in Pakistan.** Having comprehensive knowledge of all aspects of accounting and all major accounting systems.

**Work experience in UAE**

- Since June-2018 to Sep 2020      Accountant General  
**Abothar Trading LLC Dubai**
  - Prepare the invoices in Excellence & Tally Software.
  - Check the record of sales and prepare detailed Reports and present to boss.
  - Reconcile receivable and payable statement.
  - Goods return from clients & cheques received from clients and suppliers and posting in software and maintain the balances on daily basis..
  - Enter VAT 5 % tax on sales and supplier payments related to company.
  - File the VAT return after every three months in UAE's Tax Website.
- Mar-2015 To May-2018      Accountant General  
**TrackLine General Trading Company Dubai**
  - Follow up the Client for due Payments.
  - Prepare the Profit & Loss Account.
  - Prepare the Budget on Monthly / Yearly Basis.
  - Reconciliation of Accounts with Clients, Suppliers & posting all Data in Quick Books Software.
  - Prepare the Schedule of Payable & Receivables on Monthly Basis.
- Jun-2011 To Feb-2015      Accountant  
**IBC Equ. Supplies FZC Ajman**
  - Raise the Invoices after receiving delivery notes & POD's and enter in Tally Software.
  - Reconciliation of Accounts with Afghanistan Office.
  - Prepare the Bank Reconciliation on Monthly Basis.
  - Reconcile the Payables Tally Software with supplier's Statement.

- Sep 2008 To Jun 2011 Accounts Assistant  
**Carea Air Conditioning Co, Dubai**
  - Check the Invoices with P.O and Delivery Orders.
  - Prepare the Petty Cash Book Monthly Basis & prepare the Journal Vouchers.
  - Ensuring follow up & recovery of all Refundable Deposits paid by the Company.
  - Prepare the Payable List in Tally Software and Forward for Payment.
  - Reconcile the Payables Tally Ledger with Suppliers Statement.

### Work Experience in Pakistan

- Oct 2005 To Sep 2008 Senior Accountant  
**Sach Int'l (Pvt) Ltd- Pak – Dawood Group**
  - Prepare all Type of Journal, Bank & Cash Payment Vouchers, Reconcile the Receivables and Payables Ledger.
  - Counter Sale of Company Garments Yearly & Reconcile.
  - Reconcile the Accrued Expense and Prepaid Expense Ledger.
  - Data Entry of All Type of Vouchers i.e Accounts Payable, Bank Payment, Bank Receipt, Cash Payment & Sales Invoices in AS-400 System.
  - Reconcile the Inter Company Transaction.
  - Maintain Quantitative Sales Summary.
- Oct 2000 To Sep 2005 Accountant  
**Burewala Mills Ltd- Pak – Dawood Group**
  - Prepare all Type of Journal, Bank & Cash Payment Vouchers.
  - Reconcile the Receivables and Payables Ledger
  - Counter Sale of Company Garments Yearly & Reconcile.
  - Reconcile the Accrued Expense and Prepaid Expense Ledger.
  - Data Entry of All Type of Vouchers i.e. Accounts Payable, Bank Payment, Bank Receipt, Cash Payment & Sales Invoices in AS-400 System.

### Core Qualifications

B.COM	1997	Punjab University
I.COM	1995	Lahore Board
Matriculation	1992	Lahore Board