



## **HUMA MUNAWAR, B.com, ACCA**

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### **PROFESSIONAL SUMMARY**

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A motivated, result-driven and team oriented finance professional with over 5 years of cumulative experience in financial reporting & budgeting, financial analysis, financial planning and accounting. Well-disciplined with a proven ability to manage multiple initiatives simultaneously, delivering exceptional results under stringent deadlines. Work well in cross-functional, diverse teams to achieve goals.

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### **QUALIFICATIONS**

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#### **Professional**

- Chartered Certified Accountant (ACCA)
- Advance diploma in Accounting and Business.

The Association of Chartered Certified Accountants, UK  
The Association of Chartered Certified Accountants, UK

#### **Academic**

- Bachelor in Commerce
- Diploma in Commerce

University of Karachi, Karachi, Pakistan  
Board of intermediate Education, Karachi

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### **STRENGTHS & SKILLS**

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- Accounting Softwares (**PeachTree, QuickBooks, Tally ERP, Alta Vista, Zenoti, Oracle**)
- Planning, execution and management of multiple tasks simultaneously;
- Excellent written and spoken communication skills;
- Highly motivated, self-learner, self-starter and team player;
- Well versed with multinational corporate culture;
- MS Office(All versions, esp. MS Word, MS Power Point, MS Outlook and MS Excel)
- Quick Learning(Pro Active in such circumstances)
- MS Excel(MS Formulae, Reports Automation, Protections, Pivot Table)

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### **EXPERIENCE**

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#### **AFRINA GROUP**

**July 2018 to November 2019**

Afrina Group is a UAE based well reputed company which has branches in other countries. My Primary responsibilities are:

- Recording and reconciliation of cash sales and bank statements.
- Investigation and explanation of variances
- Preparation of Monthly financial Statements
- Reconciliation and payment to suppliers
- Taxation works
- Preparation and uploading of Payroll

- Internal audit responsibilities
- Vat related responsibilities
- Generation of different report like sales, purchase and reconciliation of the accounts

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**Coffee & Cake (Zulekha Group)**
**August 2017 to June 2018**


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Coffee and cake. Is a well reputed coffee entertain mainly in government offices as well private. My primary responsibilities are:

- Analysis of financial statements, comparison of actual financial performance with budgets and prior years.
- Investigation and explanation of variances
- Preparation of financial statements
- Generation of different report like sales, purchase and reconciliation of the accounts
- Preparation of stock take reports
- Preparation of general ledgers and sub ledgers, daily inventory reconciliation
- Internal audit responsibilities, Vat related responsibilities

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**Newports institute of communications & economics (NICE)**
**January 2017 to July 2017**


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NICE is a renowned education institute. My job description in NICE was to

- Monitoring of fee receiving through cash management unit of bank & reconcile with statement
- Dealing with banking professionals to discuss the problems when needed
- Review Bank Statement to reconcile the Receiving, Payments & other debit or credit amount.
- To record Bank Book record monthly & prepare summary for various head of Account.
- Prepare Cheques for Payroll, Bank Transfers, Rent, Vendors, & all other expenses.
- To record Employees' Old-Age Benefits Institution (EOBI) employees records & make payments
- Prepare Income Tax deductions from staff salaries, and faculty salaries.

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**N.I.D.A (Govt. Affiliated Education Institute)  
2016**
**June 2014 to July**


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N.I.D.A is one of the well-known university country wide where they are offering different academics qualifications. This university has outnumbered of students. My responsibility was;

- Prepare Bank reconciliation statement every month
- Posting to General Ledger and sub ledger.
- Prepare payroll & make remittances including salary forwarding.
- Preparation of Projected accounts
- Report Project Profitability to management
- Prepare and submit Tax Returns Related to Projects
- Liaison with External Auditors.
- Create and submit government reports and tax returns related to projects