Name : **AHMAD MUSHTAQ**

Target Job : **Senior General Accountant**

Experience: **With 10-Years’ Experience In UAE’s Groups**

Education : **Bachelor of Commerce ((B.Com) + (CA Foundation)**

Key Skills : **MIS, Budget, VAT, Cash Flow, Audit, Payroll, Receivables & Payables, EBITDA, OPEX &**

**CAPEX, IFRS, Inventory, Financial Analysis, ERP, Problem solving, Inter branch, LC**.

Contact : **Email:** **ahmadmushtaq999@gmail.com** **Mobile/WhatsApp: +97155 9211668**

Visa Status: **Employment** Driving License: **Valid UAE License** Availability **: Immediately**

**KEY SKILLS:**

▪ Supervision of accounts from data entry level up to final closing.
▪ Keeping the accurate and timely monthly, quarterly and yearly closing.
▪ Preparing MIS and providing analysis explanation to the higher management.
▪ Submitting annual financial statements as per IFRS to external auditor.
▪ Budget preparation annually and providing monthly variance and analysis.
▪ VAT return preparation and submission as per compliance of Federal Tax Authority.
▪ Implementation of internal control system as per auditor and ensure improvements
▪ Dealing with the internal and external auditor in order to conduct the audit.
▪ Bank reconciliation and processing wages & payroll through WPS.
▪ Preparation of fixed assets and prepayments schedules as per accounting standards.
▪ Handling accounts receivables and payables operation and working capital cycle.
▪ Managing the cash float to meet the cash requirements and reconciling the bank accounts.
▪ Leading the accounts team and guiding on a day to day business activities, reviewing and scrutinizing their work regularly.

**SNAP SHOT OF (WORK EXPERIENCE 10 YEARS)**

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| --- | --- | --- | --- | --- | --- |
| **Organization** | **Type** | **Location** | **Designation** | **Reporting Level** | **Duration** |
| Helmrich& Payne Boulder | Rig Drilling (Oil) USA Company | Abu Dhabi (UAE) | Senior General Accountant | Regional Finance Controller | Fr: Nov-19To Continue |
| Prime International Group | Trading (FMCG)Restaurants | Abu Dhabi (UAE) | Finance Manager | Directors/Partners | (1-Year)Fr: Sep-18 To Aug-19 |
| Bin Hamoodah (Empak) | Manufacturing | Abu Dhabi (UAE) | Senior General Accountant | G.M/Group FM | (3-Years) Fr: Sep-2015 To Aug-2018 |
| Fathima Group of Companies | Retail (FMCG)Whole SaleManufacturing | Abu Dhabi(UAE) | Senior General Accountant | Finance Manager | (5-Years) Fr: Nov-2010 To Aug-2015 |

**WORK EXPERIENCE DETAIL:**

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**1-Helmrich & Payne Boulder (Rig Drilling USA Based Company) Abu Dhabi, UAE**

**From Nov-2019 to Continue**

Helmrich & Payne Boulder is a USA based drilling company having operation in 6 Countries USA, Canada, Africa, Bahrain, India & UAE.

**As a Senior General Accountant Key Responsibilities:**

•Monthly Closing Profit & Loss and Balance Sheet

•Leading accounts payable team to keep operation smooth& establishing relationship with vendors

•Reporting to Tulsa USA HO for monthly MIS

•Inter branch reconciliation with Head Office Tulsa USA

•Mobilization and Demobilisation Cost and Revenue schedule

•Monitoring reimbursable cost from ADNOC

•Booking and Invoicing Rig revenue to ADNOC

•Inventory controlling management

•Booking Fixed Assets and Labilities.

•Contacts with higher management for funds transfer to supplier’s accounts Online banking payments

•Managing Lease agreements, Prepayments, Fixed Assets, Accruals, WPS, Gratuity

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**2-Prime International Group Abu Dhabi, UAE**

**From Sept-2018 to Aug-2019(1-Years)**

Prime International is a UAE based diversified group operating across various lines of businesses like FMCG, chain of restaurants (F&B) and online trading. We leverage our wide network across the UAE and our decades of experience to the benefit of our partners

**As a Finance Manager Key Responsibilities:**

•Management accounting for a production/operations division of an FMCG business

•Preparation of Budget and tracking budget expenses

•Company Wise MIS Monthly and Yearly and consolidation of group MIS and VAT Returns

•Monitoring Receivable and Payable of the group.

•Managing a company's financial accounting, monitoring and reporting systems

•Cash flow management with compliance to receivable and payables

•Recording asset, liability, revenue, and expenses entries by compiling and analysing account information

•Assign duties and direct staff to ensure compliance and accuracy.

•Review and approve WPS Salaries, wages, gratuity and Leave Salaries.

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**3-Bin Hamoodah Group (EMPAK) Abu Dhabi, UAE**

**From Sept-2015 to Aug-2018(3-Years)**

A leader in the fields of Manufacturing, Automotive and real estate business. The Group consists of companies collectively owned by the same shareholders of Bin Hamoodah Company LLC, namely: Ghanem Ali Bin Hamoodah& Sons LLC, Hamoodah Sons Holding LLC, and Faraj Bin Hamoodah Holding LLC.

**As a Senior General Accountant Key Responsibilities**:

•Supervising for Monthly Purchase, Sale, Bank Reconciliation, Prepayments, Assets, and Accrual Expenses.

•Monthly MIS (Income Statement, Balance Sheet and Cash Flow Statement), Yearly Budget

•Supervision of accounts receivable, accounts payable. Aging reports and reconciliation with vendors

•Checking Online Bank Accounts, Updating of Cheques Prepared, cheque withdrawals, Cheque Returned etc, Cash •Deposited verification, Funds arrangement (Cash flow management). Handling bank queries and amendments.

•Maintaining accounting control by preparing and recommending accounting policies and procedures.

•VAT implementation and filing Quarterly return as per UAE law.

•Substantiate financial transaction by auditing documents

•Complete Auditing procedures, exposure with Delloite Touch. 1st Number in the World

•Supervision of various inventory reports and reconciliation



**4-Fathima Group/Al Sirat General Trading, Abu Dhabi, UAE**

**From Nov-2010 to Aug-2015(5-Years)**

Fathima Group is one of the largest supermarket chains in the United Arab Emirates. Having 67 branches across the U.A.E, Oman, Qatar & KSA, along with number of the sister concerns like Restaurant, General Trading and Catering, Flour mill, Wholesale division, Perfume selling & manufacturing, Cold Store Division, Bakery, Mineral Water Production, Tours, and travels. Over 2000 employees with AED 80 Million monthly turnover.

**As a Senior General Accountant General Key Responsibilities**:

•Preparation and presentation of monthly and Annual Financial Statements with Cash flow management.

•Accounting of Purchase Bills, Quotations, Sale Invoices, expenses voucher, journal vouchers in accounting ledger.

•Inter-branch Reconciliation within Group. Monthly and Annual closing entries through JV.

•Petty cash expenses, Supervision of overall accounting transactions for billing/settlements/purchases

•Bank Reconciliations for Group accounts with 12 Banks having average 2000 monthly transactions.

•Accounts payable management, payment processing against local and import purchase, cheques verification.

•Preparation of Payroll for around 150 staff personnel, Final settlements, Leave encashment and Gratuity.

**QUALIFICATION**:

* Association of Certified Chartered Accountant Course Title ACCA Pursuing
* Institute of Chartered Accountant of Pakistan Course Title: CA Foundation Year of Passing: 2005
* University of the Punjab (Location Pakistan) Course Title: B. Com1st Division Year of Passing: 2001

**PERSONAL DETAIL:**

•Marital Status : Single

•Languages Known : English, Arabic(Reading & Writing), Urdu and Hindi.