

# UMER FIAZ ALI

## Chartered Management Accountant

7 Years of Diversified Experience

Account's Manager / Account's Executive/ Accountant General

Cell: 00971 – 52-5566890 Language: English, Urdu, Arabic

Email(s): [Umer\\_john@yahoo.com](mailto:Umer_john@yahoo.com) Availability: Immediately

Country Residence: United Arab Emirates

UAE Driving License: Valid UAE Driving License (With Own Car)



### Career Objective

To be a part of progressive organization where I can get opportunities for professional as well as personal grooming and where I can contribute positively my working efforts towards achieving the goals of the organization.

### Resume Summary:



**Professional Certification :** ACMA – Inter (Associates of Chartered and Management Accountant)  
CPA -- Inter (Chartered Public Accountant)  
**Graduation :** B.COM – Bachelor of Commerce  
**Current Status :** ACMA (Finalist), CPA (Finalist)  
**Experience :** 3 Years in Multinational Co. (4 Year's UAE Experience)

### Core Competences

- Financial & Cost Accounting
- Receivable & Payable Management
- Reconciliations & Aging's Reports
- Cash flow Management
- Inventory Management
- Payroll Management
- Financial & Product Analyst
- Business & Project Plans
- Product Pricing
- Budgeting & Planning
- Product Costing
- External Audit

### 1) Job Experience: (Most Recent)

**Organization:** The Mechanic Auto Center LLC (Dubai)  
**Organization Profile:** Subsidiary of Al Naboodah Auto Mobiles LLC. (Leading Auto Mobiles company in UAE)  
**Designation:** Accounts Manager  
**Report To:** General Manager, CEO/ Director  
**Tenure:** 2 Years (2018 to 2020)



### Brief Job Description

- To Record and inspect Vendor Invoices as per GRN's and Job card requirement and generate liability as per material received.
- Inspect Purchased invoices reconcile party ledger and process the payments for respective Supplier/Vendor.
- To Manage Accounts Payables – Timely payments.
- To Record Customer Invoices on daily basis, Collection's and reconciles customer accounts as per payment received through Debit/Credit cards and Cash/Cheque.
- Follow up with the customer outstanding balances from the service advisors on periodic basis.
- To Manage Accounts Receivables – Timely Collection.
- Prepare Cash budget on daily basis as per funds required for procurement.
- Handle and supervise Petty cash related transactions on daily basis in order to verify the accurate disbursement of petty cash.
- Follow up with the pending jobs in assembly line with the service advisors and Service manager in order to Calculate the lead time and efficiency.

- Prepare, monitor, analyze Cash Flow Statements as per the cash with draws, deposits, payments made and amount credited in the bank on daily basis.
- To prepare bank reconciliation statement on monthly basis.
- Prepare the Post-dated cheque report as per the cheque's issued to the supplier as PDC's in accordance to the respective payments as devised by the management.
- To manage the Fixed Assets (Acquisition, Additions, Valuation and Deletions) charge depreciation to the relevant asset account as per the depreciation schedule.
- Supervise stock count, its movement, Variance Analysis and reviewing its valuation on monthly basis.
- Prepare Circular, Business Letters, Liaison with the Banks, FTA, DREC, Etisalat, RTA, Insurance Agents in order to sort out the company business matters.
- To post the accruals and prepaid expenses on monthly basis.
- Providing Accounting and clerical support to ensure that financial transactions are in compliance and of the VAT regulations.
- Conduct day to day transactional processing and reporting on taxations, this included the accurate posting of all tax related entries.
- Preparing, validating and submitting all required monthly and quarterly VAT returns, supporting schedules and any documentation/responses as may be required by the Federal Tax Authority, within the specified deadlines.
- Accurate and timely preparation of monthly accounts profit and loss, income statement and balance sheet.
- Handle accounts up to finalization accurate preparation, analysis and interpretation of financial statements. (P&L, Balance Sheet, Cash Flow) in accordance with IAS & IFRS.
- Prepare the reports in spread sheet using the Data Validations, Conditional Formatting, VLOOKUP formula and Pivot table for analysis and decision making.
- Prepare and present MIS reports to the management on monthly basis.
- Plan and perform operational and financial audit to ensure that financial statements are prepared fairly in accordance with IAS's & IFRS/GAAP's and ISA's

## 2) Job Experience:

**Organization :** **KSB PUMPS COMPANY LIMITED – Multinational (GERMAN)**



**Organization Profile:** A well-known projects-based company as well manufacturer of pumps. The company also deals with Govt. projects.

**Designation :** **Accounts Executive / Accountant General**

**Report To :** CFO, Finance Manager and Taxation Manager

**Tenure :** **3 Years (2013-2016)**

### Brief Job Description

- **Expertise in SAP – Accounting Software**
- General posting – Book Keeping
- To Reconcile Party (Supplier) Ledgers
- To Post Advance Payments
- To Create Vendor Liabilities
- To Record Vendor Invoices against GRN's
- To process Vendor Payments
- To Manage Accounts Payables (Aging Report) – Timely Payments
- To Manage Accounts Receivables (Aging Report) – Timely Collection
- To record customer invoices, reconcile with GDN's, collections, reconcile

- customer ledgers
- To Prepare Bank Reconciliation Statement
- Handling of Petty Cash related expenses, entries in system and daily payment to respective departments**
- Filing the Sales tax and Income Tax return on Monthly & Yearly basis**
- Product costing, Pricing, budgeting, interpretation, and analysis of costs**
- Supervise stock count, its movement, Variance Analysis and reviewing its valuation**
- Ensuring adherence to payment procedure as devised by the company and supplier balances are correct/reconciled in SAP Accounting system**
- Accurate and Timely preparation of monthly accounts P&L and Income Statements**
- Handle Accounts up to Finalization, Accurate Preparation, Analysis, and Interpretation of financial statements in accordance with IAS & IFRS**
- Planned and perform operational and financial audits to ensure that Financial Statements are prepared fairly in accordance with IAS's & IFRS/GAAP's and ISA's**
- Liaison with External Auditor to provide timely and accurate data of relevant areas**
- Observing and improving the existing system to enhance internal control**
- Liaison with various department within organization to run the operation smoothly**

### 3) Job Experience:

Organization:

**Genius Businessmen Services & Documents Clearing (Dubai)**

Organization Profile:

**Company Formation and PRO Services.**

Designation:

**Accounts Executive / Accountant General**

Report To:

CEO, BDM and Accounts Manager

Tenure:

**2 Years (2016-2018)**

#### Brief Job Description

- Generating the invoices in the system according to the purchase order received from customer**
- Posting the invoices in the system, reconcile party ledgers on monthly basis and follow up for the payments from customer.**
- Providing accounting and clerical support to ensure that financial transactions are in compliance and of the VAT regulations**
- Handle VAT reporting (payables and receivables). Ensure collections and payments are done in line with UAE regulations.**
- Prepare and manage all documents in line with VAT regulations and other related activities**
- Conduct day-to-day transactional processing and reporting on taxation. This includes the accurate posting of all tax related entries.**
- Preparing, validating and submitting all required monthly and quarterly VAT returns, supporting schedules and any documentation/responses as may be required by the Federal Tax Authority, within the specified deadlines.**
- Bank Reconciliation and resolve any bank related matters**
- Cash management (Disbursement & Receipts)**
- Realizing the funds for investment and disbursement**
- Payroll management (Disbursement of salaries)**
- Asset Management (Acquisition, Addition and Deletion)**
- Finalizing the rental income and expense**
- Prepare the data base as per project assigned to each transaction and imported to the accounting system.**

- Prepare the reports in spread sheet using the Data Validations, Conditional Formatting, VLOOKUP formula and Pivot table for analysis and decision making.
- Preparing monthly Profit and loss account its analysis interpretation and final report to the management
- Finalization of Accounts (Balance Sheet, P& L)
- Planned and perform operational and Financial Audit
- Inspecting the Daily Expense Report
- Reconciliation of payment made against each Expense.
- Monthly Reconciliation of expenses made under any online Bank Account
- Maintain Order Report.

### Professional Certification & Academic Education

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	CPA(Inter)	ICPAP – Institute of Chartered Public Accountant of Pakistan	Accounts, Finance and Costing	2016
2	ICMA (Inter)	ICMAP – Institute of Cost And Management of Pakistan	Accounts, Finance and Costing	2013
3	B. Com (Bachelor of Commerce)	University of Punjab	Commerce	2010
4	I. Com (Intermediate of Commerce)	BISE- Board of Intermediate & Secondary Education-GRW	Commerce	2008
5	SSC	Govt.Public high School (BISE GRW)	Science	2005

### Computer Skills and Other Abilities

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	<b>Financial Oracle</b> (A/P, A/R, G/L, Asset Management, Purchase Order, Cash Management)	Excellent	Currently Using
2	<b>SAP FI MODULE</b>	Excellent	Last Use
3	<b>Peach Tree</b>	Average	Last Use
4	<b>Tally</b>	Average	Last Use
5	<b>Sage-50</b>	<b>Average</b>	Last Use
5	<b>Quick Book</b>	<b>Excellent</b>	<b>Currently Using</b>
6	<b>VAT Training Certificate</b>	-----	<b>Currently Using</b>
7	<b>Microsoft Excel Certification (Advance)</b>	Excellent	Currently Using
8	<b>Microsoft Word</b>	Excellent	Currently Using
9	<b>Microsoft PowerPoint</b>	Excellent	Currently Using
10	<b>Internet (web browsing)</b>	Excellent	Currently Using
11	<b>Hardware &amp; Software</b>	Excellent	Currently Using