

Personnel Information	Aneela Kanwal Contact Detail : 052-9011525 Email Address : aneelakanwal454@gmail.com Visa Status : Employment Visa Availability : Immediately can join. Driving License : Valid UAE Driving License													
Positions Applied	Sr. Accountant, General Accountant & Administrative													
Career Profile	Accounts and Administration professional who has valuable work experience with multi-cultural organizations. Have Excellent communication skill and able to build strong relationships both within and outside of a finance department as well as effectively communicating financial information to non-finance colleagues. Currently looking for a suitable position that offers variety and also opportunities to develop both personally and professionally.													
Career Summery	8 years work experience in Accounts & Administration in UAE													
	<ul style="list-style-type: none"> ◆ Accounts & Admin Executive : Green Planet Technical Contracting Sharjah UAE 09.2018 - 12-2020 ◆ Accounts & Admin Executive : Petromax Grease & Lubricant Ind. FZC. Sharjah UAE 03.2016 - 11.2016 ◆ Sr. Accountant : Intertek Maritime Middle East LLC Dubai UAE 03.2014 - 10.2015 ◆ Sr. Accountant : Royal Adventure Tourism LLC Dubai UAE 05.2012 - 01.2014 ◆ Accounts Assistant : Parker Randall A.J.S. Chartered Accountants Pakistan 01.2010 - 10.2011 													
Key Skills	<table border="0"> <tr> <td>◆ Receivable & Payable</td><td>◆ Maintenance of general ledger</td><td>◆ Exposure of ERP</td></tr> <tr> <td>◆ Financial reporting</td><td>◆ Credit control and collection</td><td>◆ Multi-tasking skills,</td></tr> <tr> <td>◆ Month end process</td><td>◆ Inventory & assets management</td><td>◆ Teamwork & Supervisory Skills</td></tr> <tr> <td>◆ Cash flow management</td><td>◆ Bank accounts reconciliation</td><td>◆ Problem identification & solving</td></tr> </table>		◆ Receivable & Payable	◆ Maintenance of general ledger	◆ Exposure of ERP	◆ Financial reporting	◆ Credit control and collection	◆ Multi-tasking skills,	◆ Month end process	◆ Inventory & assets management	◆ Teamwork & Supervisory Skills	◆ Cash flow management	◆ Bank accounts reconciliation	◆ Problem identification & solving
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VAT	<ul style="list-style-type: none"> ◆ VAT preparation, completion, review and submission of VAT returns within the filing deadlines and in Compliance with the local VAT laws and policies. ◆ Ensuring proper book keeping and documentation for VAT audit by the Federal Tax Authority (FTA). ◆ Responsible for development & implementation of VAT principles for the Company. ◆ Identifying applicable VAT laws to the business. ◆ Responsible for system testing with new VAT rule changes. ◆ Provide VAT guidance to other colleagues in the Company. 													
Qualification	<ul style="list-style-type: none"> ◆ MBA Exec. Banking & Finance from Virtual University of Pakistan (Continue). ◆ 2 years diploma in Accounting & Finance from Pakistan Institute of Modern Studies, Pakistan 2015 ◆ BSc. Computer Science & Economics from University of Sargodha, Pakistan. 2010 													
IT Skills	<ul style="list-style-type: none"> ◆ Proficient in accounting software QuickBooks Multiusers 2015, Talley ERP 9. ◆ MS Office 2013 (Word, Excel, Outlook) ◆ Proficient in Internet application (Emails, Browsing, Scanning etc.) <div style="text-align: right;">   </div>													

Professional Experience

Company Name	Green Planet Technical Contracting.	Sharjah, U.A.E.
Job Title	General Accountant & Administrator.	
Nature of Business	Contracting Company.	
Period	Sep. 2018 – Dec. 2020	

My Responsibilities.

Accounts

- Perform day to day accounting activities and review General Ledger, Trail Balance.
- Prepare total and party wise ageing reports for Receivable & Payable accounts.
- Vendor Support in Payment processing and day-to-day assistance.
- Petty Cash Management. Recording of monies received and paid out.
- Maintain Fixed Assets register & schedule for depreciation on monthly basis.
- Preparation and reporting of income and expense forecasts to senior management.
- Verification & approval of petty cash reports for reimbursement.
- Performed month-end closing activities.

Administration:

- Handling internal and external communications and management.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Schedule and coordinate meetings, appointments and travel arrangements for staff and.
- Maintain soft and hard filing for Admin and Accounts departments.
- Maintain all routine executive office correspondence.
- Organizing office operations and procedures, preparing payroll, controlling correspondence, and assigning and monitoring clerical functions.

Company Name	Intertek Maritime Middle East LLC	Dubai, U.A.E.
Job Title	Sr. Accountant	
Nature of Business	Marine Services & Parts Trading	
Period	Mar. 2014 – Oct. 2015	

My Responsibilities

- Prepare monthly Financial Statement, Review General Ledger, Trail Balance & day to day transactions.
- Prepare bank reconciliation statements for various Banks on monthly basis.
- Prepare total and party wise ageing reports for Receivable & Payable accounts.
- Review and verify the supplier's invoices submitted to accounts for the payments
- Verification & approval of petty cash reports for reimbursement, recording of monies received and paid out.
- Maintain Fixed Assets register & schedule for depreciation on monthly basis.
- Preparation and reporting of income and expense forecasts to senior management.
- Develop & manage a team of finance professionals.
- Worked as part of a multi-site/multi culture organization

Company Name	Royal Adventure Tourism LLC	Dubai, U.A.E.
Job Title	Sr. Accountant	
Nature of Business	Travel & Tourism	
Period	May. 2012 – Jan. 2014	

My Responsibilities

- Reviewing General Ledger, Trail Balance & Prepare financial statements up to finalization every month.
- Prepare daily banks & cash position and send to the MD for their information & review.
- Preparation and reporting of income and expense forecasts to senior management.
- Prepare bank reconciliation statements for various Banks on monthly basis.
- Maintain Fixed Assets register & schedule for depreciation on monthly basis.
- Supervise the staff working in accounts department and reviewing the work performed by them.

Personal Details	<ul style="list-style-type: none"> ◆ Nationality & Religion : Pakistani, Islam ◆ Languages : English, Urdu
Extra-Curricular Activities	<ul style="list-style-type: none"> ◆ Listening National & International news. ◆ Preparation of home monthly budget.
