

**MUHAMMAD ADIL**

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**Key Strengths**

* Full command with finalization of Accounts and liaison with internal and external auditors
* Dealing with the preparation and submission of vat returns
* Budget preparation and monitoring
* Monthly profit & loss-Weekly revenue report-Customer, supplier report, Payroll, Unit per cost report
* Full command with HR and PRO work
* Credit control
* **Monitor Petty Cash ,Cash Sales, inventory control and handling banking activities**
* Regional P&L consolidation
* Standard costing + Market price structure
* Quickly adaptable to complex corporate environment

**EXPERIENCE**

Currently working in reputed organization, seeking a better placement.

Al Barq Electronics LLC

June 2015 – July 2017

Senior Accountant

**Coyne Airways Fzco**

**Dubai**

**July 2008 – Dec 2011**

**Chief Accountant**

**MAWAKIB TOURS LLC**

**DUBAI.**

**Jan 2005 – May 2008**

**Travel Accountant**

**MANASEK TRAVEL & TOURS**

**DUBAI.**

**Mar 2003 TO DEC 2004**

**Travel Accountant Cum Administrator**

**CITY GARDEN HOTEL**

**DEC 98 TO APR 2000**

**Accountant**

**Responsibility**

* Annual Budget & Re-plan preparation and monitoring through latest estimates (LE).
* Latest Estimates Preparation on monthly basis to provide detail financial analysis
* Finalization of accounts (Profit & Loss accounts, Balance sheet) and liaison with internal and external auditors
* reparation of Cash flow statement, Bank reconciliation and Monthly Payroll
* Monthly profit & loss –Weekly revenue report ,Customer and supplier report and unit per cost report
* Monthly accruals, provisions and inter-company reconciliation
* Credit control- Periodic Debtors and Creditors age analysis in agreement with CC and closely monitor collection and payments of funds
* Increased the accuracy of the cash collection and reduce risk of overdue and monitoring daily bank positions
* Cash flow projections and forecasting of funds requirement
* Bank inventory and other GL accounts reconciliation
* Monitor wire transfers, cheque preparation and bank deposits
* Negotiating and restructuring bank loans and facilities to reduce financial overheads
* Prepare payroll keeping in view the company policies
* Using CCMS and Exchequer for recording of all accounting and general transactions.
* Fully conversant with General Sales Agents, Holiday Travel Packages, Pilgrimage Travel within the travel agency environment.
* Coordinating with airlines and GSAs on accounting issues.

**QUALIFICATION**

**MBA from Karachi University.**

**Bachelor of Commerce from Karachi University in 1989**

**With credentials in Advanced Accountancy, Cost Accountancy, Auditing & Taxation**

**Technical**

**Complete command over Accounting software like Exchequer, Boss, E travel, Tally, IATA BSP , Focus .**

**Computer courses in MS. OFFICE/EXCEL/DOS/WINDOWS**

**INTERNET/ POWERPOINT.**

**Internet Usage- Online banking transactions, foreign currency rates, utility bills payment, downloading statement of accounts, swift transfers and their confirmation.**

**PERSONAL DETAILS**

**DATE OF BIRTH: 01 JAN 1969**

**MARITAL STATUS: MARRIED**

**NATIONALITY: PAKISTANI**

**DRIVING LICENSE: UAE DRIVING LICENSE, PAKISTAN DRIVING LICENSE**

**LANGUAGE: ENGLISH, URDU (FLUENT)**

**ARABIC (CAN READ /WRITE ONLY)**

**REFERENCES**

To be provided as requested