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Osama Afsar

PROFESSIONAL PROFILE

A competent professional having demonstrated expertise in business with extensive skills and experience in the field of Finance & Accounting, Management Accounting function, AP/ AR, Banking & Coordination with Audits.

Capable HR Officer comfortable with taking the lead in employment protocol compliance and in anticipating staffing needs. Trained in both large corporate and small non-profit settings. Maintains clear lines of communication between HR staff employees and management.

AREAS OF EXPERTIES

- General Ledger Entries
- Accounts Payable & Accounts Receivable
- Vendor Relations & Customer Service
- Financial Statements & Preparation
- Data Entry, Receipts & Invoices
- Month-end Reconciliation
- Reporting & Documentation
- Microsoft Office, Tally, Quickbooks online
- Benefits administration
- Payroll administration
- Employee handbook development
- OpenHire certification
- Friendly
- Polite
- Excellent at negotiating
- Trustworthy with confidential information
- Public Relations Officer (PRO)
Experience in Dubai Economy, Ministry of Labor & GDRFA.

Experience

Beauty Sky Exhibition Services LLC, Dubai **Accountant**

December 2021 till Date

- Manage accounting functions for 2 different entities including accounts payable and receivable as well as payroll, ensuring the integrity and accuracy of internal controls
- Play a role in annual audits, compilations, and reviews, preparing detailed reports and recommending corrective measures
- Streamlined the credit card and cash application process, reducing 2-week reconciliations to 1 week
- Automated several of our internal accounting processes, cutting the total time for bookkeeping and handling reconciliations
- Processed and reviewed payables including expense report reimbursements, credit card statements, invoices, and petty cash.

Al Bashiq International Group LLC, Dubai

Accountant

>>> Nov 2014 – June 2021<<<

- Compile & Analyze financial information to prepare entries to accounts
- Analyzing of financial statement
- Prepare and monitoring the cash flow
- Prepare & Control over the Bank's Reconciliation.
- Arrange the credit facility from the bank (Business loan, Over Draft, Car Financing)
- Monitor & review accounting & related system reports for accuracy & completeness.
- Prepare & review budgets, revenue, expenses, payroll entries, invoices.
- Prepare the quotation according to the Inquiry
- Execute the order against the approved LPO
- Generate and record the invoices and delivery note
- Responsible for cash and credit collections
- Preparing and maintaining customer's monthly reconciliation schedules
- Ensured input and timely payment of all vendor invoices.
- Establish, maintain & coordinate the implementation of accounting & accounting control procedures.

HR Administrator

- Provide support to supervisors and staff to develop the skills and capabilities of staff.
- Provide advice and assistance when conducting staff performance evaluations Organize staff training sessions, workshops and activities
- Monitor staff performance and attendance activities.
- Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff.
- Manage Employee personnel files
- Assist the Director of Human Resources / Human Resources Manager in the preparation of periodic reports as required
- Create payroll by calculating employees' salaries, benefits, overtime, leave salaries, airfare
- Create SIF and comply with WPS (wages protection system).
- Create payroll reports for Finance and Management.

Public Relation Officer (pro)

- Trade license (new, renew &cancellation)
- Renew trade name reservation.
- Initial approval
- Modify license details (change owner/name/activity/technical staff).
- Advertisement/sale/offer/discount/permit issuing.
- Approval quota/offer letter/work permit/ bank guarantee/ labor fees/ labor contract/ labor card issue and cancellation.
- WPS salary clearance by manual and online.
- Company establishment card issuing with power of attorney from notary public/e-signature card owner/partner.
- Modification labor card, establishment card, profession and contract etc.
- Employment BAN absconding death compensation by UAE labor law.

Islamic International Medical College Trust Islamabad, Pakistan

>>> March 2012 – March 2014<<<

Assistant Accountant

- Analyzing the payroll tax returns of all employees and making the necessary changes.
- Developed and implemented internal departmental reports to provide senior management with timely information, improving our profitability and reducing operating costs
- Oversaw all accounting functions related to monthly collections totaling 5M, including creating monthly aging, open invoices, sales, and revenue reports
- Restructured our miscellaneous cash receipts recording system, which decreased accounts receivables by 15%
- Managed client billing to vendors, ensuring accuracy by comparing PO to invoices, and conducting bank/credit card reconciliations
- Organized the tax related functions as a separate entity and delegated all research and analysis work to tax functions to organize this entity.
- Preparation of the individual, partnership and corporate income tax returns.

Education	B.B.A	2nd Div	Preston University Islamabad	2011
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Computer Skills	Expertise in:			
	• Windows 98 & XP	• Ms Word	• Excel	
	• Power Point	• MS Outlook	• Internet Explorer	

Courses	• Completed Course in HRM, computerized Accounting TALLY from Institute of Computerized Accounting & I.T.
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Personal Data	Father's Name:	:	Afsar Ali Khan
	Date of Birth	:	18.06.1987
	Marital Status	:	Married.
	Passport #	:	EU151782
	Driving License	:	UAE Valid Driving License
