

MOHAMMAD NASIR ZARGAR

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PERSONAL STATEMENT

A career minded business graduate, communicative team player, with experience of working within a challenging service driven environment, proven record of developing excellent relationship with management and colleagues. Communicative and intuitive, able to integrate within, and provide logical approach to challenges. I possess the right attitude, integrity, trainability and desire to succeed in career.

WORK EXPERIENCE

➤ Senior Accountant / Purchaser / Hr Support

Dubai Ready mix Concrete (L.L.C)

Aug 2014 – Current

Dubai - U.A.E

Company Overview: Dubai Ready mix Concrete is one of the leading ready mix concrete supplying firms in UAE.

Job Profile:

- Work with Finance Manager to develop and generate wide range of financial reports; participate in strategic financial planning effort.
- Prepare Payroll of 250+ Employees, using Wage Protective System.
- Prepare Leave and Cancellation Settlements of Employees as per the labor law.
- Responsible for all purchasing activities as per ISO 9001:2015.
- Prepare, forward, and follow approved PO (Purchase Order) to vendors and confirm acceptance of all terms and conditions indicated in the PO.
- Prepare and Post all vouchers in the system, after due checking of supporting documents.
- Coordinate with Weighbridge Operator regarding the quantity of raw material delivered, by various Suppliers, and prepare monthly reports of raw materials delivered by the Suppliers.
- Check Invoices / Tax Invoices from suppliers and prepare payments for Suppliers.
- Balancing office budgets and maintaining Petty Cash Accounts.
- Supervise Timekeeper for checking & calculation of overtime of employees; developed an automated excel sheet for overtime calculation.
- Responsible for keeping and checking of several accounting documents; like Invoices, Tax Invoices, Purchase / Sales Returns, Debit / Credit Notes, Ledgers, Petty Cash etc.
- Data analysis, report preparation, and presentation of analysis to senior management on monthly basis; salaries, fleet management (finance), bills etc.
- Prepares, Maintains & keeps all the Hr related documents.
- Provide financial assessment and analysis (based on the historical data) to Operations team for strategic business decision making and cost-benefit analysis.
- Gather financial data, perform data mining and analysis using tools like MS Excel, BazarSoft etc. Produce regular reports which identify trends, develop forecasts, and identify opportunities for cost savings, from the analyzed data.
- Maintain a detailed knowledge of the systems, processes, and procedures which may have an impact on the quality of financial information produced for and by the department.
- Find and develop initiatives, actively, based on the financial information received, to reduce costs of various service charges.
- Build effective and supportive relationships with senior managers, across the business.

➤ Accounts Officer

Kashmir Khadi Gram

Jan 2011 – June 2014

Srinagar -India

Company Overview: Government of India undertaking Arts & Crafts business unit.

Job Profile:

- Maintaining the books of accounts upto finalization.
- Preparation of Payroll and individual salary statements for employees on monthly basis.
- Preparation of Bank Reconciliation Statement.
- Preparation of Depreciation Statement for different Assets.
- Preparation of Payment for Suppliers.
- Checking & recording all the tax related transactions supporting documents.
- Posting of Invoices from various Suppliers into the System.
- Files requisition copies and miscellaneous material; mails purchase orders.

- Matching invoices after due verification of invoices as per P.O
- Preparation and Posting of Vouchers in the System after checking with supporting documents.
- Entry of all Debit/Credit Notes in system.
- Respond to both vendors and customers inquiries.
- Maintaining files and safe keeps records accordingly for easy retrieval.

EDUCATIONAL QUALIFICATION

Masters of Commerce (M.Com), University of Kashmir, India

2013

Modules Studied:

Financial Management, Financial Risk Management, Management Accounting, Human Resource Management, Organizational Behavior, Strategic Management, Marketing Management, Corporate Tax Planning & Management, E-Commerce & Computerized Accounting, Managerial Economics, Security Analysis & Portfolio Management.

Bachelor of Commerce (B.Com), University of Kashmir, India

2010

Modules Studied:

Financial Accounting, Cost Accounting, Corporate Accounting, Income Tax, Auditing, Business Law, Company Law, Statistics, Business Economics, Money & Banking, Marketing Management & Business Management.

Technical Courses:

- Diploma in Computer Application SACI, NIELIT accredited & registered under Society Act 1941 & Act 1956.
- Tally Professional Accounting from SACI, NIELIT accredited & registered under Society Act 1941 & Act 1956.
- Knowledge of BazarSoft Accounting software.
- Certification for Attending the Training Course on Value Added Tax (VAT)
- Certification in Quality Management System ISO 9001:2015 Awareness Training.
- Certification in Quality Management System ISO 9001 Awareness Training.
- Certificate in Skill Development Training Programme on Repairing & Servicing of Invertors, Ups, CVTs & Stabilizers etc organized by Hardicon limited at Srinagar for a period of 3 months under Power Finance Corporation Ltd's CSR Scheme for FY 2011-12.
- Diploma in Typewriting & Shorthand.
- Excel Expert, MS Office Suite, Microsoft Windows 98, 2000, XP, Vista, 7, 2009, 10.

SKILL SET & CAREER ACHIEVEMENTS

Professional Skills:

- Management & Financial Accounting operations, Book-keeping, Purchase Ledger, Sales Ledger, Final Accounts.
- Researching, analytical, statistical, and presenting information skills. Expert in Building complex spreadsheets and databases to compile information and then present information in a summarised formats.
- Competent multi-tasking balancing more than one task simultaneously and balancing the needs of different people / projects.
- Developed thorough expertise as to how financial management procedures work and able to keep up with new trends.

Other Skills:

- Excellent communication and listening skills, able to explain complex ideas to clients, Self-motivated, organised and able to meet targets. General organisational skills, teamwork, communication, time management and customer care etc.

Achievements:

- Contributed to growth of the organisation by suggesting strategic recommendation to management regards to long range planning. Improved operational efficiency of finance system by providing cost cutting strategies.

Project Worked On:

- Pre and Post Merger Financial Performance Analysis of Jammu and Kashmir Grameen Bank.

PERSONAL DETIALS

Membership:

Student Member of Association of Chartered Certified Accountants (ACCA)

Training/ Exams:

Pitman - Sales Ledger, Purchase Ledger, Numeric Data Entry & Bookkeeping,

Languages:

English (Fluent), Hindi (Fluent), Urdu (Fluent), Kashmiri (Native), Punjabi (Basic).

References:

Available on request.