



# AHSAN JASANI

## Accounting Specialist

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### Personal Details:

#### Date of Birth:

November 10, 1990

#### Visa Status:

Employment Visa -  
UAE

#### Driving License:

Light Vehicle

### EDUCATION:

#### **Bachelor of Business Administration**

Newport's Institute of  
Communication and  
Economics, Pakistan  
2009 – 2012

#### **Intermediate Education**

Sir Adamjee Institute,  
Pakistan  
2007- 2009

### TECHNICAL SKILLS:

**Accounting Software (SAP Business one QuickBooks, Tally)**

**Microsoft Office**

## PROFILE

A highly motivated and results driven professional accountant who has over **Eight years** of invaluable experience in leading and developing a successful finance team. Skilled in numerous financial and accounting fields, including: annual budgets, financial statements. Having the ability to handle complex assignments effectively & possessing the confidence to work as part of a team or independently. I am seeking for a suitable opportunity in renowned company where I can excel, deliver & achieve the potential.

## WORK EXPERIENCE

### **Accounting Manager**

**April 2019 – May 2021**

Amber & Waseem General Trading LLC – Dubai, UAE

Infusion Power Industries LLC – Dubai UAE

Infusion Solar Energy Systems LLC – Dubai UAE

- ✓ Preparing of yearly budget, analyzing and reporting with actual quarterly/half-yearly.
- ✓ Financial forecasting, (Revenue and income reports, Expenditures, Cash flow)
- ✓ Tracking, monitoring and evaluating day-to-day accounting tasks and activities.
- ✓ All Payment Schedules and Prepare daily Cashflow Status for CEO.
- ✓ Supervise the reconciliation of accounts payable, accounts receivable, general ledgers.
- ✓ Month end closing and reporting.
- ✓ Ensure financial records are maintained in compliance with policies and procedures.
- ✓ Finalization of Financial Statements for Management Accounts.
- ✓ Finalization of Trial Balance for Annual Audit.
- ✓ Liaise with Banks for documentations for facilities.
- ✓ To summarize Group Expenditures and monthly report to CEO.
- ✓ Supervise Import and Local Procurement of Raw Materials, finalization of PO.
- ✓ Liaise with Logistics Partners for all Imports/Exports documentations.
- ✓ Prepare the Costing of Products.
- ✓ Liaise with Store for Inventory Position and Reporting.

### **General Group Accountant**

**April 2017 – March 2019**

Amber & Waseem General Trading LLC – Dubai, UAE

- ✓ Finalization of month end closing, and year end closing.
- ✓ Liaise with auditors, half year closing.
- ✓ Review general ledger at month end and analyze revenue and expenses.
- ✓ Preparing payments to suppliers through checks, transfers, letters of credit, etc.
- ✓ Preparation monthly payroll, payroll accounts/ leave/ final settlements, bank letters and correspondents and Petty Cash.
- ✓ Review supplier invoices, general ledger coding of expenses and verify supplier payments with supporting invoices, LPOs, etc.

**INTER-  
PERSONAL  
SKILLS:**

Detail Oriented

Obedient

Teamwork Focus

Comfort Ability with  
Accounting Software

**LANGUAGE:**

English

Urdu

**Interests:**

Sports

Traveling

Computing

**Reference:**

Available on Request.

**Accountant**

**May 2014 – April 2016**

Dubai Desert Extreme (RANKED 3<sup>RD</sup> SME) – Dubai, UAE

- ✓ Assist and support internal and external audits.
- ✓ Liaise with Banks on bank facilities like Letter of Credit, Trust Receipt, Rent Financing, Cheques discounting and Invoice discounting.
- ✓ Coordinate with accounts receivable team in collecting payments from customers and contacting customer personally to make sure customer pay on time.
- ✓ Preparing Customer Ageing Analysis every Fortnight.
- ✓ Verify vendor bills and advise or make vendor payments.
- ✓ Supplier ageing for suppliers who are major part of supplier portfolio.
- ✓ Contacting supplier to get credit terms exceeded and reduces prices.
- ✓ Preparing monthly payment plan for Supplier and bank payments.
- ✓ Dealing with banks to ensure the international suppliers are paid on time via TR and other banking facilities.
- ✓ Involve in preparing budgets & periodic financial statements.
- ✓ Manage office expenditure within the expenditure budget limits.
- ✓ Report to management regarding the finances of establishment.
- ✓ Establish tables of accounts, and assign entries to proper accounts.
- ✓ Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual cost.
- ✓ Coordinating with Logistic department for any import or export shipment.
- ✓ Preparing and updating schedules of rent, Insurance, vehicle loans and term loans.
- ✓ Monthly reconciliation of banks.

**Accountant**

**February 2013 - April 2014**

Trend Star Electronics LLC – Dubai, UAE.

- ✓ Collecting funds from customer which are due or overdue.
- ✓ Preparation of Cheques and payments for supplier.
- ✓ Maintaining banks and its transactions and preparing bank reconciliations.
- ✓ Preparing receipt and entry in the system properly under correct account head.
- ✓ Schedules of loans, insurance and rent are prepared in order to prepare the monthly management report.
- ✓ Developed and Implement of cash and bank transactions with proper approvals.
- ✓ Coordinates all aspects of general ledger accounting process by managing monthly closing and preparing financial statements.
- ✓ Booking of all AR/AP transactions.
- ✓ Supervise day to day transactions and payments related to employees for their benefits and allowances or advances.
- ✓ Managing Petty Cash includes reviewing and negotiation for any quotation.
- ✓ Preparing payroll accounts, leave/final Settlements.

**Assistant Accountant/Admin**

**March 2009 - July 2010**

Rays Technologies – Karachi.

- ✓ Maintaining banks and its transactions and preparing bank reconciliations.
- ✓ Preparing monthly salaries for the group.
- ✓ Preparing aging report of customers and suppliers and following up for payments.
- ✓ Daily book keeping entries of AR/AP.
- ✓ Entering month end entries like salaries, accruals of rent and utilities.