

Respected Sir / Madam,

Please accept my application. I have excellent grip on keyboard with 45 to 50 words per minute Typing skill and over 6 years experience as Accounts Officer / Document Controller with experience & knowledge of VAT filling, Microsoft Excel, Oracle ERP, Beams ERP, Al Ameen & Busy Accounting Software. I hold Diploma in Commerce Degree and I have Valid Light Vehicle Driving license of UAE.

**Key Skills & Detail:**

- \*Diploma in Commerce: Attested Degree (MOFA)
- \*Diploma in Office Management.
- \*Diploma in Computerized Accounting Application Peachtree.
- \*Worked on Oracle (ERP).
- \*Worked on Beams (ERP).
- \*Worked on Busy / Al-Ameen Accounting Software.
- \*UAE Valid Light Vehicle Driving License
- \*VAT Return Filling
- \*English Accurate & Fast Typing Skill.
- \*Advance Microsoft Excel (Pivot Tables, V Lookup-H Lookup-Logical Formulas)
- \*Visa Status: Visit Visa

Best Regards,

Aqib Saleem

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## **Aqib Saleem**

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### **OBJECTIVE**

Committed to Contribute to Business Development in the Field of Admin, Inventory and Management Information System in a National, Multinational Concern Which Offers Promising Career Growth and Motivational Environment.

### **PROFILE SUMMARY**

- Accounts and Administration **over 6 years experience** having record of quality work performance in multicultural organizations operating in sectors like manufacturing, trading and retailing.
- Gained intensive experience in handling wide range of vendor reconciliation and expenses reconciliation and related operations handling.
- Equipped with presentation and report writing skills and an expert user in Oracle with excellent skills in office applications like MS Excel, MS Word, and MS PowerPoint.

### **STRENGTHS**

- |  |                                   |
|--|-----------------------------------|
| ❖ Strong verbal and written communication skills | ❖ Expert user in ERP environment  |
| ❖ Punctual, hardworking, and enthusiastic        | ❖ Expert in vendor Reconciliation |
| ❖ Effective compliance to SOP and controls       | ❖ High Level Analytical Aptitude  |

### **EXPERIENCE**

#### **Worked as "Accounts Officer/Inventory Controller" at Al Fanar Gas Group U.A.E. (JANUARY 2020 to SEPTEMBER 2020)**

- Working on Enterprises resource planning.
- Handling Payables and Receivables.
- Preparing Bank Reconciliation.
- Reconciliation of receivables and payables.
- Handling petty cash and preparing record on excel.
- Preparing expenses sheets month wise.
- VAT Filling and working archiving relevant documents.
- Preparing sales orders after approval of purchase orders.
- Receiving goods shipment and checking physically systematically according invoices of suppliers.
- Goods received notes preparation after checking of goods as per Inv and Dos of Suppliers.
- Correspondence on phone and emails with department regarding intimation of available stock and upcoming shipments.
- Preparing Delivery orders according orders which we receiving after approval of procurement department.

- Checking weekly stock reports and compiling reports in excel.
- Updating google shared sheets daily as per daily movement of goods.
- Archiving relevant documents in files like GRN / Purchase Order / Sales Orders / Supplier Certificates / Shipping Documents / Delivery Orders.
- Preparing daily activity and task report and reporting.

**Worked as "Accounts Officer" at High Field General Contracting U.A.E. (DECEMBER 2018 to NOVEMBER 2019)**

**Job Responsibilities:**

- Verify and reconcile accounts payable
- Ensure compliance with company principles
- Identifying invoices that are overdue or have not been received
- Setting up vendor accounts and reconciling statements
- Keeping track of every transaction and logging details into a system
- Preparation of shipping and mailing labels to items that are being shipped out of the company to fulfill orders or replace damaged stock.
- Received goods from the supplier and created goods received notes in the system.
- Keep proper track of expenses and ensure they are processed by the accounting department.
- VAT return filling.
- Timely data entries, reconciliation and availability of proper supports with checks and balances.
- Monthly inventory audits.

**Worked as "Admin cum Accounts Officer" at Shaukat Group of Companies (AUGUST 2015 to DECEMBER 2018)**

**Job Responsibilities:**

- Maintained the Party wise Receivable balance for each party.
- Preparation reports regarding receivable Balance for each party.
- Maintained the Instrument wise record of all the recoveries against the sales made to the respective parties.
- Undertake various functions related to document control. (QOUTATIONS, SALIK REPORTS, INVOICES)
- Controls issuance of document numbers, including maintenance of proper document registers.
- Ensures proper document classification, sorting, filing and proper archiving.
- Successfully handle multi task and creation links in market.
- Month end physical verification of all the inventory items of the company.
- Played major role in implementation of Store Inventory System of Auto garage.




**Worked as "Accounts Officer" at Bin Jummah Auto Spare Parts LLC. U.A.E  
(JULY 2011 to JAN 2013)**

**Job Responsibilities:**

- Preparation of Sales Sheet on Al-Amin Accounting Software.
- Preparation of Invoices manually and electronically and filing and sorting in particular file.
- Update stock record in system on daily basis.
- Preparation of Expenses sheets
- Carry out reconciliations of account, general ledger and sub-ledger.
- Collaborate with Sr. Accountant to support various accounting projects and activities on a daily basis.
- Process payments and invoices accurately and timely.

**Educational Background:**

2007	<b>Diploma in Commerce</b> Punjab Board of Technical Education, Lahore Pakistan.
2004	<b>Matric</b> Board of Intermediate & Secondary Education, Multan Pakistan.

<b>Personal Detail</b>		<b>IT &amp; Computer Knowledge</b>
<b>Date of Birth:</b>	15-Dec-1988	 Accounting Packages – ERP  <b>Oracle, Beams, Al Ameen, Busy.</b>   Microsoft Office package  <b>Word, Excel, Power Point, Outlook</b>   Diploma in Office Management
<b>Nationality:</b>	Pakistan	
<b>Marital Status:</b>	Married	
<b>Religion:</b>	Islam	
<b>Visa Status:</b>	Visit Visa	
<b>Driving License:</b>	Available	
<b>Gender:</b>	Male	
<b>Languages:</b>	English, Urdu, Hindi	

**References:** Available upon request.

**Availability:** Immediately after confirmation.