

JAMSHID ALI

Cell: +971544239766

Email: jamshid81@gmail.com

Nationality: Pakistani

Visa Status: Employment

Having a Valid UAE Driving License.



Career Objective

I am committed to being a team player and aspire to join a renowned organization where I can contribute to its growth based on my expertise. I am also eager to enhance my personal capabilities by learning from new experiences within the structured framework of the organization.

Profile Summary

MBA in Finance with over 10 years of experience in the UAE, specializing in managing Accounts Payable, Accounts Receivable, and financial reporting at Al Falah Ready Mix Factory (a member of Al Falah Holding) Abu Dhabi UAE

Professional Experience

HR Officer/PRO (Bannu Insurance Typing) MAY-2022 TO CURRENT DATE

Key responsibilities :

- Managing and submitting employee's payroll
- Process final settlements of the employees
- Preparation of Quotation & Contracts
- Liaise with the PRO Department for smooth operational support for paperwork
- Prepare the documents for renewal of residence visa, work permit, new visa
- Knowledge of UAE labor laws

Senior Accountant(April 2020 to May-2022)

3 Years Working Experience as a Senior Accountant at DANAT AL DAHRA GEN TRANSPORTATION ABU DHABI FROM 1st April-2020 to April-2022

Financial Accountant (March 2011 to 2018)

Al Falah Logistics (Member of Al Falah Holding) Abu Dhabi

Key responsibilities :

Managing ACCOUNTS RECEIVABLE:

- Prepare tax invoices for clients/customers within specific deadlines.
- Reconcile the accounts receivable ledger to ensure accurate posting of all payments.
- Issue credit notes to customers for any discrepancies.

Managing ACCOUNTS PAYABLE:

- Verify and process all TAX INVOICES/PROFORMA INVOICES received from our suppliers.
- Resolve invoice discrepancies & manage vendor issues.
- Prepare Debit Note to Suppliers against discrepancies.

Managing FINANCIAL REPORTS:

- Generate Monthly Trail Balance to verify All the Debit & Credit Transaction.
- Preparing Profit & Loss Statement at the end of month.
- Preparing VAT Return Files on monthly basis.
- Preparing all inventory related journal entries at the month end.

Computer Skills and Other Abilities

- Fast Accounting System
- Ready Soft Accounting System
- FOCUS Accounting System

Language Skill: English, Arabic, Urdu

- English - Fluent written and conversational
- Urdu - Fluent written and conversational
- Arabic - Fluent conversational