



SHAKIRE SALEEM

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Visa Status:

Visit Visa

(Available for immediate joining)

License Status:

Valid U.A.E Driving License

License Issued Date:

12-April-2017

License Expiry Date:

24-April-2027

Date of birth:

12-November-1982

Nationality:

Pakistani

Languages:

Urdu, English

Interests:

Corporate Accounting

Administration Education

Technology

IT Skills:

MS Office

Peachtree

Quick Book

Tally ERP

PERSONAL STATEMENT

Dear Sir/Madam I Am a Professional Accountant with 10 years (including 3.5 U.A.E) of experience in Accounts, Looking For an opportunity in the Field of Accountancy And Finance in U.A.E. It's My Personal Ambition to work in a challenging environment and Participate as a Productive Member of the Growth-Oriented organization and during the process enhances my Professional & personal skills. And I believe I do have some unique self-learning Skills which can be very useful for your Prestigious Organization.

EDUCATION

2004	Bachelor of Commerce (B.com) The University of the Punjab, Lahore	Pakistan
2001	I.COM BISE Lahore	Pakistan
1999	Matriculation (Science Group) BISE Lahore	Pakistan

PROFESSIONAL EXPERIENCE

SEP- 2015 TO
Dec-2018
(3.5 YEAR)

**PROMISE TRANSPORT BY HEAVY &
LIGHT TRUCKS L.L.C**
**AI SILSILAH TRANSPORT BY HEAVY &
LIGHT TRUCKS L.L.C**

**Dubai,
UAE**

Accountant General/Transport Supervisor

Brief Job Description

- Accounts Receivables & Aging Analysis
- Accounts Payables & Aging Analysis
- Management & Distribution of Payroll & Salaries according to WPS rules.
- Reconciliation of Supplier's Ledgers
- Bank Reconciliation.
- Inventory Management.
- Reconciliation of Party Ledgers (Customers)
- Posting of Advance Payments
- Timely Follow up for the Receivables
- Collection & Banked of Cash & Cheques.
- Liaison with External Auditors to Provide and Timely and Accurate data of relevant areas.

Personal Skills:

Report Writing skills
Excellent Presentation skills
Group and Community Organization Socialization
Professional attitude

Personal Interests:

Socialization Sports
Traveling

References:

Available on Demand

March 2007
TO Sep 2014

**NORTHERN TOOLINGS PVT. LTD.
Account Officer****Pakistan**

- Prepare VAT Returns
- Documentation of financial transactions.
- Prepare and recommend policies and procedures for Finance department.
- Reconciles financial discrepancies.
- Handling of Petty Cash & Related Expenses.
- Observing & Improving the Existing System to Enhance Internal Controls.
- Prepares Asset, Liability, and capital account entries.
- Summarizes current financial Status.
- Preparing Trial Balance, Balance sheet, Income Statement, weekly, monthly, annual other reports as per the need.
- Preparing Monthly Sale Invoices
- Manage machinery repairing department

Brief Job Description:

- Preparation of the Bank Reconciliation on regular basis
- Preparation of the Salaries, Wages & Overtime Sheet on monthly basis
- Ensuring high level accuracy of the Accounts for external audits completion
- Preparation of the Petty cash register, Cash in hand register & Bank register
- Preparation of the Purchase Order (LPO) and Goods Received Note (GRN)
- Preparation of the Goods Dispatch Note (GDN) & Dispatch the Invoices to retailer / Dealer in accordance to (GDN)
- Preparation of the Receivable & Payable ledgers & Aging reports
- Preparation the payment voucher Withholding Taxes
- Preparation the Summary of Income Tax, LTU 1% Tax, & GST 20% Tax Deducted
- Preparation Monthly E.O.B.I Contribution by Company
- Preparation Monthly Social Security Contribution by Company
- Maintain Record Earnest Money
- Lead the Recovery Staff

Aug-2004
TO Jan 2007

CHIMERA WARID FRANCHISE
Assistant Accountant

Pakistan

Brief Job Description:

- Preparation of the Bank Reconciliation on regular basis
- Preparation of the Salaries, Wages &
- Preparation Sales Tax Invoices
- Maintain the Debtors & Creditors Ledgers Accounts
- Prepare Cash Payment & Cash Receipts Vouchers
- Correspondence with Bank matters