



## **KHALID NAZIR**

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Date of Birth: 12th March, 1987  
Nationality: Pakistani  
Religion: Islam  
Marital Status: Married  
Visa Status: Employment

### **Career Objective:**

9 years' experience as an accountant with in depth knowledge of accounting tools, procedures and transactions. Seeking to work in a challenging environment and grow with the company to achieve its goal and get additional knowledge.

### **Career Summary**

- Enthusiastic and experienced accountant with experience of 9 years seeking for an opportunity to utilize my experience and skills for the growth of organization as well as self-growth.
- Possessed Senior level position with a record of accomplishment of improving profits, and cutting costs.
- Thorough knowledge in areas of budgeting, financial reporting, forecasting, and analyzing manufacturing operations.
- Responsible for staff and inventory management.
- Manage collections and prepare reports on financial variances.
- Responsible for business plan development and provide recommendations for improvement to senior management.

## **Key Skills**

- Expertise in reviewing preparing and automating monthly, quarterly and annual financial reports.
- Excellent in measuring performance of business lines and reporting units.
- Experience of handling general ledgers, account payables, accounts receivable, Sales, billing etc.
- Preparation of VAT (Value Added Tax) within deadline and return file.
- Proficiency in computer skills for data entry and knowledge of account Software's like Tally, QuickBooks, Peachtree etc.
- Well versed with MS office (MS Word, MS Excel, PowerPoint)
- Experienced in working on QuickBooks.
- Internet Savvy
- Strong analytical and problem solving skills.
- Unmatchable communication skills in Written and verbal both.
- Highly trustworthy, discreet and ethical.

## **Education:**

- **CMA-Part Qualified (Cost & Management Accountant)**  
Institute of Cost and Management Accountants of PAKISTAN, (2011)
- **Bachelor of Commerce (Commerce)**  
Hazara University Mansehra, Pakistan (2009)
- **F. SC (Pre-Engineering)**  
BISE Abbottabad Pakistan, (2006)
- **SCC (Science)**  
BISE Abbottabad, (2004)

## **Experiences:**

### **3D POWER GENERAL CONTRACTING**

**(Abu Dhabi, U.A.E)**

### **Accountant**

**(Apr 2016 till date)**

## **Duties & Responsibilities**

-Analyze and transit the manual records to the computerized accounting system.

- Responsible for the installation, modification of computer software conversions and up gradations.
- Process A/P, A/R, and cash receipts into the G/L system.
- Manage the collections and bank statements reconciliation.
- Responsible for performing weekly and monthly closings and creating chart of accounts.
- Prepare trial balance and balance sheet.
- Preparation of Final Accounts
- Preparation of VAT (Value Added Tax) as per UAE Tax Law within the deadline and Return file.
- Preparation of Project wise Profit and Loss Accounts.
- Preparation of Annual leaves, leave salaries and gratuity at end of service of employees.
- Preparation of salaries and wages for staff and labors.

### **Performing duties of Purchase Officer:**

- Send inquiries to the suppliers.
- Negotiate with suppliers and get the best prices.
- Review all received quotations and chooses the best one with least price.
- Prepare and send LPO'S to the suppliers.
- Find new suppliers for more competitive prices.
- Check all delivery notes, LPO'S and Quotations and match them for payment purposes.
- Communicate with site engineers and foremen for material required.
- Manage all material within given time frame.

### **AL BARQ PRINTING PRESS**

**(Abu Dhabi, U.A.E)**

### **Accountant**

**(Jan 2014 till Mar 2016)**

### **Duties & Responsibilities**

- Analyze and transit the manual records to the computerized accounting system.
- Responsible for the installation, modification of computer software conversions and up gradations.
- Process A/P, A/R, and cash receipts into the G/L system.
- Preparing spreadsheets macros and filtering.
- Manage the collections and bank statements reconciliation.

- Responsible for performing weekly and monthly closings and creating chart of accounts.
- Prepare trial balance and balance sheet.
- Preparation of Final Accounts
- Responsible for monitoring and managing the company's cash flow.
- Responsible for preparing budgets such as Sales budget, Purchase budget, etc.

## **B.BILLS GROUPS**

**(Group of Companies Pakistan)**

### **Senior Accountant**

**(Feb 2011 till Nov 2013)**

#### **Duties & Responsibilities**

- Carried out bank reconciliation activities for the Accounting year.
- Maintaining books of accounts, Bank Reconciliation Statement, Debtor, Creditor Reconciliation statement
- Handled monthly journal entries, accounts and various ledgers
- Managed monthly sales and marketing expenses
- Preparation of balance sheets.
- Preparation of Final Accounts
- Preparation of Sales as well as Purchase budgets.

#### **Volunteer and Community Service:**

- Participated in fund raising for earth quack victims in Pakistan in 2005.

#### **Languages:**

- **English** being the only medium of education with excellent command in writing and verbal skills.
- Complete hold over **Urdu** being the National language.
- Good command of **Arabic** in verbal and writing skills.

#### **Remarkable Achievements**

- Got highest marks in whole division and **Sand-e-Imtiaz** in scholarship exams.