

Muhammad Awais Shafiq

Position: **Accountant**

Experience: **10+ Years**

Educational Qualifications: **MBA**

Call & 📞 : **+92 345 414 1561**

Current Location: **Lahore-PK**

Driving License: **LTV – UAE**

Key Skills: **Accounts Management • MIS Reporting • VAT Return Submission • Accounts Receivables & Payables • Bank and Cash Management • Financial Forecasting • Audit Facilitation • Relationship Management • Fund Management • Liaison/ Coordination • Debtors & Creditors Account • Banking • Petty Cash/Cash Book.**

Email: awais492@gmail.com



Summary of Career

- Sincere, competent and goal-oriented professional with total 10 years of experience in Accounts, Bank Reconciliation, Accounts Receivables & Payables; directing efforts as Accountant.
- Deft at handling accounting functions like finalization of accounts, bank reconciliation, preparing trial balance, balance, sales & distribution and vendor and supplier management.
- Adept at formulating and implementing the Finance & Accounting Policies/ Procedures and adherence to regulatory provisions; thorough exposure across rendering functions of Finance and Accounts.
- Proficient at maintaining high standards of client service, with quality & service norms to achieve customer satisfaction and business retention.
- A systematic, organized and dedicated team player with an analytical bent of mind determined to be a part of a growth-oriented organization.

Major Roles in Various Organizations

- Accountant in Gargash Real Estate, Dubai – UAE Jan 2018 to Aug 2020 (2+ Years)
- Accountant in Gargash Corporate Management Office, UAE Nov 2012 to May 2017 (4+ Year)
- Accountant in Laguafrette Co. LLC Nov 2009 to Oct 2011 (2 Years)

(Details follow)

Educational Qualifications

- **Master of Business Administration (MBA)** (2006-2008)
Hailey College of Banking & Finance (University of the Punjab, Lahore)
- **Bachelor of Commerce (B. Com–IT)** (2003-2005)
Punjab College of Commerce (University of the Punjab, Lahore)

Computer Skills/ Software Skills

Sage 50 (Peachtree)(Expert), QuickBooks, Tally ERP9, eMas ERP, MS Office and Internet Applications

Employment Records

Employer : **Gargash Real Estate**
Job position : **Accountant**
Year : **Jan 2018 – Aug 2020**

Gargash Real Estate is a real estate entity committed to the highest standards for more than 45 years in the UAE. Dynamic management, professional teams and a strong emphasis on personal customer service has been vital to Gargash real estate's success, the constant feedback with clients and listening to the market needs has helped build our portfolio accordingly throughout the years and has contributed greatly to success in the real estate sector.

JOB DESCRIPTION

- Finalization of accounts periodically and prepare year-end financial statements in compliance with accounting standards;
- Prepare the VAT return on quarterly basis;
- Preparing funds flow and cash flow statements to review the inflow & outflow of funds & to ensure optimum utilization of available funds to accomplish organizational goals;
- Meticulously handle daily data entries, sales reports, sales receipts and bank account transactions;
- Efficiently involved in handling payables/receivables and assist in preparing monthly financial reports; ensure double-checking accounting reports, verifying invoices and various documents for accuracy;
- Responsible for handling debtors & creditors reconciliation; managing courier for the cheques collection and keep the record for the same through meticulous records;
- Handle all tasks related to verification of petty cash handling and checking of vouchers;
- Make Purchase & sales Entry and prepared Receipts, Payment Vouchers with Cash Book & Bank Book while handling the journal entries;

Employer : **Gargash Corporate Management Office**
Job position : **Accountant**
Year : **Nov 2012 – May 2017.**

Gargash Corporate Management Office operates as a diversified firm. The Company offers real estate, insurance, car rental, and travel, and automobile retail solutions, as well as provides construction machinery, pumps, oil and lubricants, and generators. Gargash Corporate Management Office serves clients in the United Arab Emirates.

Sector: Consumer Discretionary **Industry:** Retail – Discretionary **Sub-Industry:** Automotive Retailers

JOB DESCRIPTION

- Liaise with the suppliers/ vendors while analysing and reviewing their billings, vendor reconciliation, invoices, agreements and other legal documents, ensuring timely payments
- Approving/checking all journals and other vouchers like payment, receipt & contract voucher
- Undertaking activities related to:
 - Preparation of salaries and bank reconciliation's;
 - Posting of suppliers' invoices, payments schedules reconciliation of payables & receivables;
 - Reconciliation of vendors statements and payments according to contracts;

- Developing regular account schedules for analysis including prepayments, receivables from employees, deposits, accruals, sales support;
- Responsible for following up for collection from the companies and maintaining the trace system;
- Accountable for keeping a record for credit card transaction and making the reconciliation of the credit card and follow up if any outstanding amount not transferred to the company bank account;
- Interacting with customers via phone, email, mail or personally.

Employer : **Laguafrette Co. LLC**
Job position : **Accountant**
Year : **Nov 2009 to Oct 2011.**

Laguafrette was first introduced in 1991 and has grown from just a café to a full-fledged chain of coffee shops; loyally frequented by families, executives, tourists and even corporate guests. Over the years, Laguafrette has become one of the most respected and appreciated coffee shops within the UAE. Our freshly brewed coffees and home-made pastries, cookies and sandwiches are made with fresh ingredients and a love for creating unique tastes that leaves every palate wishing for more.

JOB DESCRIPTION

- Approving/checking all journals and other vouchers like payment, receipt & contract voucher
- Undertaking activities related to:
 - Preparation of salaries and bank reconciliation's;
 - Posting of suppliers' invoices, payments schedules reconciliation of payables & receivables;
- Developing regular account schedules for analysis including prepayments, receivables from employees, deposits, accruals, sales support;
- Accountable for keeping a record for credit card transaction and making the reconciliation of the credit card and follow up if any outstanding amount not transferred to the company bank account;
- Interacting with customers via phone, email, mail or personally.

Personal Details

- Date of Birth : 11 Dec 1984
- Religion : Islam
- Nationality : Pakistani
- Marital Status : Married
- Language Known: English, Urdu, Hindi
- **UAE Visa Status:** **Residence Visa**