

NOMAN NASEER

ACCOUNTANT

Dedicated and detail-oriented financial professional with a proven track record in preparing and analyzing complex financial data. Adept at managing accounts, reconciling discrepancies, and ensuring compliance with financial regulations. Possesses strong organizational skills, effective communication, and a commitment to maintaining financial accuracy. Seeking a challenging role in a dynamic organization to contribute to financial excellence.



EXPERIENCE

Apr-2020 - May 2023
Seico Scientific Traders

ACCOUNTANT

- Compile and analyze financial data to prepare accurate asset, liability, and capital account entries.
- Manage company payables and receivables, ensuring effective coordination with relevant partners.
- Monitor client accounts and payments, ensuring timely and accurate processing.
- Perform daily and monthly reconciliation between company accounts and bank statements.
- Verify documentation and initiate disbursements for payments.
- Review and process royalties, updating revenue tracking sheets to enhance financial transparency.
- Prepare comprehensive financial reports, including balance sheets and profit and loss statements.
- Audit financial documents to substantiate transactions and maintain accuracy
- Maintaining Journal Vouchers, Cash Payment Vouchers, Cash Receipt Vouchers, Bank Payment Vouchers, Bank Receipt Vouchers, Bank Statements, etc.
- Field Staff Expenses Check
- Monthly Office Expenses Check
- Petty Cash Management and Vouchers Preparation
- Preparation of Cheques, documents for letters of credit, Bank Guarantee, Contract Payment & LC Payments

Feb 2019 - Apr-2020
EMQ Power LPG Network

ACCOUNTANT

EDUCATION

2016 - 2018

University of the Punjab

Bachelor Degree of Accounting and Finance

2014 - 2016

Rawalpindi Cantt College of Commerce

Intermediate (I.Com)

SKILLS

Financial Analysis and Reporting
Accounts Payable and Receivable
Bank Reconciliation
Documentation Verification
Financial Policies and Procedures
Communication and Coordination
Budgeting & Forecasting
Financial Reports
Quick Book
Microsoft Excel

LANGUAGE

English
Urdu

- Bank Reconciliations include conducting bank transactions (RTGS, Cash Deposit Cash Withdraw, etc.)
- Analysis of vendors and customers balances
- Maintaining Petty Cash and other running expenses
- Preparation of monthly financial reports including (Profit & Loss, Balance Sheet, Statement of Cash Flows, Customer Balances Debtors, Creditors, Purchases, Sales, Inventory, etc.
- Payroll Activities
- Maintaining Journal Vouchers, Bank Payment Vouchers, Bank Receipt Vouchers, Cash Payment Vouchers, Cash Receipt Vouchers Bank Statements, etc.
- Other Record Keeping

Oct 2018 - Dec-2018

Askari Bank Limited

INTERNSHIP

- Deposits
- Foreign Currency
- Accounts
- Credits
- Remit

CONTACT



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