

Muhammad Noman Amin

Experienced Accounting & Finance Professional



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Dubai, UAE



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Why Amin?

- Enthusiastic & committed professional, able to manage multiple tasks, prioritize work and keep track of deadlines & appointments. Efficient at managing time, pays attention to detail, handling important documents, data entry and scheduling. Adept at analyzing problems, identifying solutions and making decisions to resolve issues arise in day-to-day work
- Level-headed accounting & finance individual, hold expertise in financial analysis & project management; expert at financial administration with technical insights into financial reporting, budgeting/forecasting, general ledger & bank reconciliations and taxation. Skilled at financial analysis, maintaining financial statements, internal controls, cash flow management and bookkeeping
- Certified accountant possesses extensive knowledge & skills in accounting system development & preparation of financial policies & processes. Qualified at directing corporate departmental functions including strategic planning, financial controlling, budgeting & forecasting, financial analysis & reporting and auditing & assurance

CORE STRENGTHS & ENABLING SKILLS

- Accounting & Finance Management
- Customer Relationship
- QuickBooks & Peachtree
- General Banking & Cash Handling
- Supply Chain Management
- Business & Distribution Management
- ERP & IFRS & Tally
- Standards & Fiskl Accounting Software
- Bookkeeping & Recording
- MYOB Accounting Plus & Revel System
- Communication & Presentation Skills
- Organizational & Interpersonal Skills
- MS 365 Suite(Advanced Excel)
- SYSPoS & TYTPOS
- Sage 50 Pro Accounting

PROFESSIONAL EXPERIENCE

Krush Burger LLC, Dubai, UAE

Working as **"Accountant General"** (April 2023 - Present)

Responsibilities/ Accomplishments:

- ✓ Proficiently overseeing financial aspects of restaurant including budgeting, financial planning & monitoring expenses, maintaining accurate records of financial transactions such as sales, purchases & expenses and certifying timely & accurate payment of wages and salaries to employees including calculating taxes & deductions
- ✓ Efficiently implementing cost-saving measures to improve restaurant's profitability such as negotiating better deals with suppliers & optimizing staffing levels and achieving increased revenues, reduced expenses & higher profit margins through effective financial management & strategic decision-making
- ✓ Maintaining healthy cash flow by optimizing payment terms with traders, handling accounts receivable & monitoring cash flow projections while ensuring all financial records well-organized & exact and aiding smooth audits & demonstrating transparency and accountability in financial matters

Zen Auto Care Center, Dubai, UAE

Worked as **"Accountant General"** (January 2019 - April 2023)

Responsibilities/ Accomplishments:

- ✓ Successfully managed tax filings including sales tax, payroll taxes & income taxes while ensuring compliance with all relevant tax laws & regulations and analyzed costs associated with parts, labor, overhead & other expenses to identify areas for cost savings & efficiency improvements
- ✓ Diligently prepared financial statements including profit & loss statements, balance sheets, & cash flow statements to assess financial health of auto care center and established internal controls to safeguard assets, prevent fraud & ensure accurateness of financial records
- ✓ Achieved cash flow effectively to confirm sufficient funds for its obligations & invest in growth opportunities and contributed to customer satisfaction by guaranteeing competitive pricing, accurate billing & competent financial operations

Pepsico International (Pvt) Ltd, Sargodha, Pakistan

Worked as **"Assistant Manager (Distribution Operation)"** (April 2015 - December 2018)

Responsibilities/ Accomplishments:

- ✓ Skillfully assisted development & implementation of distribution strategies to guarantee capable & timely delivery of PepsiCo products to consumers and cooperated with supply team to plan optimal delivery routes while considering factors such as customer locations, traffic patterns, & delivery schedules
- ✓ Adeptly conveyed leadership & guidance to supply teams including supervisors & frontline staff to permit alignment with company goals & objectives and supervised performance metrics such as on-time delivery rates, order & inventory turnover
- ✓ Competently enhanced delivery reliability & responsiveness leading to higher customer satisfaction scores, increased customer loyalty and identified cost-saving opportunities in distribution operations such as optimizing transportation routes & renegotiating contracts with logistics partners

Engro Eximp Agriproduct (Pvt) Ltd, Sheikhpura, Pakistan
Worked as *“Warehouse Coordinator”* (September 2013 - March 2015)

Responsibilities/ Accomplishments:

- ✓ Expertly oversaw receipt, storage & issuance of agricultural products in warehouse while ensuring accurate inventory records, managed day-to-day warehouse operations including organizing product storage, coordinating shipments & control loading & unloading activities
- ✓ Applied improvements process & workflow optimizations resulted in increased warehouse operations efficiency such as reducing picking times & streamlining inventory management processes and executed inventory management systems & barcode scanning technologies to improve inventory accuracy & reduce incidence of stock discrepancies & shortages

Key Achievements

- ✓ Successfully achieved “Employee of the year 2023” for *“Best Performance in Accounts Department”*, Krush Burger LLC, Dubai, UAE

PROFESSIONAL QUALIFICATION

University Of Sargodha, Punjab, Pakistan (2008 - 2012)
B.com (Bachelor of Commerce)

Additional Certification

- IELTS Bands 5
- **UAE Driving License**