



MUHAMMAD AAMIR

Accounts & Finance Professional



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Sedra 3, Al Muteena, Deira, Dubai, UAE

EDUCATION

Masters of Commerce

Federal Urdu University of Arts,
Science & Technology, Karachi
2010 - 2012

Bachelors of Commerce

University of Karachi
1999 - 2000

PROFESSIONAL EDUCATION

Diploma in IAS/IFRS

Institute of Cost & Management
Accountant of Pakistan (ICMAP)
2016

CERTIFICATIONS

e-Commerce Management

from digiskills.pk in 2022

QuickBooks

from digiskills.pk in 2022

English Writing Skills (EWS-i)

from PACC in 2019

Islamic Banking

from Skill Development
Council in 2008

About Me

With over 15 years of experience, I am a highly proficient and detail-oriented Accountant with expertise in financial management, accounting, and banking operations. My skills encompass preparing financial statements, overseeing budgets, and ensuring adherence to regulatory standards. I excel in analyzing financial data, boosting operational efficiency, and offering strategic financial insights. My problem-solving abilities emphasize precision, confidentiality, and client satisfaction. I thrive in high-pressure environments, consistently meeting deadlines and delivering exceptional outcomes. Furthermore, my certifications in AI enhance my analytical and problem-solving skills.

WORK EXPERIENCE

June 2020 - present

Al Imran AC Spare Parts LLC, Dubai (Al Imran Group, UAE)



Accountant

- Oversee daily accounting operations, including accounts payable, accounts receivable and general ledger.
- Prepare and review financial statements, ensuring accuracy and compliance with GAAP or IFRS.
- Conduct account reconciliations and resolve discrepancies.
- Manage the month-end and year-end closing processes.
- Ensure compliance with tax regulations and corporate policies.
- Fulfill annual audit obligations by providing essential information and documentation to external auditors.
- Stock-taking & verifying aging of receivables & payables of branches on a half-yearly basis.
- Maintaining VAT Calculation Sheet of Whole group & Submission on FTA Portal
- Verifying Payments of Foreign Venders.
- Posting of Journal Vouchers related to import Purchases.
- Preparing & updating PDC Receivables
- Maintaining Foreign Customers Receivables Statements & Posting Vouchers related to Foreign Customers
- Maintaining Accounts of Other SBUs (Ningbo Al Imran Corp. Ltd., China & Al Imran Corporation, Lahore, Pakistan)
- Preparing Export & Re-Export Invoices with related documents

SKILLS

- ATTENTION TO DETAIL
- PROBLEM SOLVING
- TEAM WORK
- FINANCIAL REPORTING & ANALYSIS
- BUDGETING & FORECASTING
- CLIENT RELATIONSHIP MANAGEMENT
- FINANCIAL PLANNING & STRATEGY
- ACCOUNTING SOFTWARE OPTIMIZATION
- CASH FLOW MANAGEMENT
- COMPLIANCE & REGULATORY
- STANDARDS
- MS OFFICE

CERTIFICATES FROM LINKEDIN

- Introduction to Artificial Intelligence
- What is Generative AI
- Generative AI: The Evolution of Thoughtful Online Search
- Streamlining your Work with Microsoft Bing
- Ethics in the Age of Generative AI

PERSONAL DETAILS

Father's Name : G.M Abbasi

Marital Status : Married

Nationality: Pakistani

Visa Status: Employment Visa

LANGUAGE

English

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Sep 2015 - Feb 2020

Zahra Communications (Pvt) Ltd, Karachi Pakistan



Accountant

- Preparation of Final & Management Accounts of parent company & sister concerns.
- Supervise the financial operations of the organization and ensure timely and accurate financial reports and practices including payroll, financial disbursements, ledgers, etc.
- To take record and trail of bills & invoices and coordinate with audit, purchase & stores.
- Preparations of the budget for Projects
- Preparing Fixed Assets Schedule & updating Fixed Assets Register.
- Process and monitoring of the vendor payments in ERP
- To assist Manager Finance in the preparation of documents for the bank's financing facilities.
- Establishment of LC & Correspondence for amendment or discrepancy related to LC.
- Ensure compliance with tax laws concerning the deduction of withholding tax from vendor payments

Apr 2008 - Aug 2015

Qasim Khan & Company (Engineers & Contractors), Karachi Pakistan

Accountant

Aug 2006 - Mar 2008

Meditech Instruments Co., Karachi Pakistan



Accounts Executive

Apr 2005 - Mar 2008

Quality Cartons (Pvt) Ltd., Karachi Pakistan



Accountant

Feb 2004 - Mar 2005

Hyder Bhimji & Co. (Chartered Accountants), Karachi Pakistan



Audit Trainee

Aug 2000 - Jan 2004

Bosch Pharmaceuticals (Pvt) Ltd, Karachi Pakistan
Warehouse Supervisor

REFERENCES

Muhammad Imran Hanif

Manager Internal Audit
Sharq Insurance LLC
Address: P. O. Box: 55953,
Doha, Qatar
Phone: +974 4015 4000
Email:

Ahsen Zeshan

Country Group Brand Activator
Lead
Sanofi Pakistan
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