



ABDULQADOOS

Accountant



Address:

Abu Dhabi UAE



Phone:

0567947671



Email:

qadoos085@gmail.com

EDUCATION

**Bachelor of Business
(Accounting). Victoria
University Melbourne Australia**
JUNE 2013 - APR 2015

- Professional development
- Advanced Financial Accounting
- Financial Accounting
- Corporate Finance
- Management Accounting

**Advance diploma of Accounting
AICL Sydney Australia**
OCT 2010 - DEC 2012

- Financial statement analysis and budgeting
- Financial accounting and managerial accounting
- Taxation laws and auditing practices

**Bachelor of Commerce
GIFT University Gujranwala
Pakistan**
AUG 2007 - AUG 2009

- Business Laws
- Taxation
- Auditing
- Cost Accounting

Summary Statement

- Skilled accountant who analyzes data effectively and achieves desired outcomes, even when facing time constraints
- Knows how to handle different accounting tasks like balancing sheets, processing payments, and managing accounts payable.
- Dedicated to doing excellent work and supporting the company's goals

Core Qualifications

- Proficient in Accounting Principles
- Intermediate level proficiency in Intuit QuickBooks
- Developing knowledge in Tax Accounting
- Ability to analyze Financial Statements
- Competent in MS Office Suite (Excel, Word, PowerPoint)
- Providing Administrative Support
- Understanding Budgeting Fundamentals
- Developing Bookkeeping Skills

WORK EXPERIENCE

Junior Accountant

Mosaic Strategic Corporation / 2016 - 2018

- Conducted month-end and year-end close processes, ensuring accurate and timely financial reporting.
- Prepared and analyzed financial statements, including balance sheets, income statements, and cash flow statements.
- Assisted in the development of annual budgets and forecasts, identifying areas for cost savings and revenue growth.
- Managed accounts payable and accounts receivable processes, ensuring accurate and timely payments and collections.
- Prepared and filed tax returns in compliance with relevant tax laws and regulations.
- Implemented internal controls to enhance financial reporting accuracy and prevent fraud.
- Collaborated with cross-functional teams to streamline processes and improve overall financial performance.
- Assisted in the preparation of audit documentation and coordinated with auditors during annual audits.

Accountant

HOA Accountants / 2020 - 2022

- Examined and reconciled bank statements with general ledger entries.
- Prepared and examined financial records, ensuring accuracy and adherence to accounting principles.
- Managed accounts payable and accounts receivable functions.
- Conducted month-end and year-end closing activities, including financial statement preparation.
- Coordinated and reconciled inventory records, conducting periodic audits
- Assisted in budgeting and forecasting activities.
- Ensured compliance with tax regulations and filing requirements.

Relevant Skills

- Analytical Skills
- Attention to Detail
- Problem-Solving
- Communication Skills
- Time Management
- Technology Proficiency
- Adaptability
- Collaboration
- Ethical Conduct

TRAINING/COURSES

Mobile Development
IT Oasis

2022-2023
Gujranwala Pakistan

Web Development
IT Oasis

2022-2023
Gujranwala Pakistan

Languages

- **Urdu**
Native
- **English**
Professional Working