



Muhammad Yasir

Senior Accountant

Experienced, detail-oriented senior account executive seeks a position in your progressive organisation having an experience of above 6 years which will allow utilization of my problem solving skills and development analytical skills, as well as an advanced understanding of popular accounting softwares.

Contact

Phone

+971-545-061880

Email

yasirtanveer31@gmail.com

Address

Madinat zayed - Abu Dhabi

Education

2017

Bachelors of Commerce

University of the Punjab

2014

Intermediate of Computer Science

Science College Lahore

Expertise

- Accounts & Finance
- HR activities
- Word & Excel
- Payroll Activities
- Communication Skills
- Audits Functions & Bank reconciliation
- Financial statements

Language

English

Hindi

Urdu

Punjabi

Experience

2018 to Present

National Exchange Company Head office Abu Dhabi

Accountant & HR

Duties and Responsibilities:

- Preparing consolidated Profits and Loss and Balance Sheet of the Exchange.
- Preparing the Analysis reports.
- Reconcile all accounts and prepare reconciliation statements daily basis.
- Physical verification of Assets and preparing inventories of all the branches.
- Prepare and submit monthly/quarterly reports for Central Bank of UAE.
- Reconcile and Book Revenue of Products on daily, weekly and monthly basis.
- Obtain necessary approvals from the superiors on booking expenses.
- Assess the amount of unclaimed funds as on the last day of every month.
- Assess the liquidity position and capital adequacy on a regular basis to inform the Manager in Charge.
- Fixed Assets Management.
- Budget Analysis Report.
- Year to Year and Month on Month Analysis report.
- Making a Company Policies.
- Hiring a Employee Procedure.
- Payroll of Company Staff.
- WPS files maintaining (Excel files).
- Making a Company Budget.
- Internal Audit, External Audit & CB Audit.
- Recruitment of Staff with all KYE procedure.
- Making a Job Descriptions of Staff.
- Consumer Protection Knowledge.
- Customer Complaint Management Knowledge.
- Journal Entries.
- Making Balance sheet & Trial Balance.
- Knowledge of Remittances & FC Transactions.
- Compliance Knowledge.
- Branch Handling & Operations work knowledge.
- Customer Service
- Treasury Dealing
- Cashier Activities knowledge

Visa Status

Employment Visa

Notice Period 30 Days.