



# Athar Saleem

Senior Account Officer, 12 years' Experience.

## PROFILE SUMMARY

I'm a Senior Accountant. I Have Get Bachelor of Commerce Degree (B.Com) in Accounts & Finance, With 12 years' Experience in Accounts Department. Have skills in mostly Accounts also well known in IT Department because I have Diploma in Computer Hardware and Software.

### My Objective:

To seek competitive position in the organization where I may use my abilities to achieve the organizational goals.

A long term career with optimum growth.

**Location:** UAE Dubai

**Contact:** +971588972465

**Email:** Athar336@gmail.com.

LinkedIn ID. linkedin.com/in/athar-saleem-3a4a84163

## HOBBIES:

Reading books,  
Internet Free Lancing,  
Travelling.

## EDUCATION:

---

- **Punjab University Lahore.**

(B.com) *Bachelor of Commerce* (2006-09)

- **Faisalabad Board**

(ICS) Information & Computer Science (2004-06)

- **Faisalabad Board**

Matric in Science Group (2002-04)

## WORK EXPERIENCE.

---

### AL RAWI AIRCONDITION SPARE PARTS L.L.C (Musaffah Branch) ABU DHABI.

- **Job Title,**  
ACCOUNTANT (From 04-june-2022 To Date.

#### **Job Responsibilities.**

Manage all accounting transactions.

Handle monthly, quarterly and annual closings.

Reconcile accounts payable and receivable.

Ensure timely bank & Cash payments.

Logging daily entries in accordance with accounting policy.

Preparing and posting journals.

Processing employee expenses.

VAT Compute taxes and prepare tax returns

## Courses & Computing Skills.

Diploma in Hardware and Software.

### SKILL:

#### Proficient in the use of Following Programs,

VAT Tax Filling,  
Account Payable,  
Account Receivable,  
Bank Reconciliation,  
Operating Enterprise Resource Planning (ERP)  
*Operating Oracle Software,*  
*Operating Java Software,*  
*Microsoft Excel,*  
*Microsoft Word,*  
*Microsoft Power Point*  
*Coral Draw,*  
*In page,*  
*Adobe Photoshop,*  
*Window 7 & Window 10 installing,*  
*Internet Browsing & Searching,*  
*Email.*

- **Khushi Brother's Trading (Private) Limited.**

*5 KM Rajana Road Kamalia Pakistan.*

- **Job Title,**

Senior Account Officer. (From 02-Nov-2015 to 10-Sep-2021  
(5 years 3 months 8 days)

- **Job Responsibilities.**

- **Manage and oversee the daily operations of the accounting department including:**

- Month and end-year process.
  - Accounts payable/receivable.
  - Cash receipts.
  - General ledger.
  - Payroll and utilities.
  - Cash forecasting.
  - Revenue and expenditure variance analysis.
  - Trust account statement reconciliations,
  - All Accounts voucher properly watch and checked.
- Monitor and analyze accounting data and produce financial reports or statements.
  - Establish and enforce proper accounting methods, policies and principles.
  - Coordinate and complete annual audits.
  - Provide recommendations.
  - Improve systems and procedures and initiate corrective actions.
  - Assign projects and direct staff to ensure compliance and accuracy.

- **Kamalia Sugar Mill (PVT) LTD.**

*Rajana Road kamalia Pakistan.*

- **Job Title,**

**Account Officer.( 15-June-2010 To Oct- 2015 )**  
**(5 years 4 months 16 days)**

- **Job Responsibilities,**

- Creating and processing invoices.
- Cross-checking invoices with payments and expenses to ensure accuracy.
- Making Monthly Bank Reconciliation.
- Sending bills and invoices to clients.
- Making bank payments & keep Records.

## Personal Profile.

- **Father Name:**  
Muhammad Saleem Anjum.
- **Nationality:** Pakistan.
- **Passport:** JS5752712
- **DOB:** 01-01-1990.
- **Religion:** Isalm
- **Address:** Toba tek Singh.
- **Current Address:**  
Abu Dhabi Mussafah-26.
- **Language:**  
English, Urdu ,Punjabi ,Hindi
- **Reference:**  
Will be Finished If Required.

- **Shakarganj Mills Limited (Dargahi Shah).**  
*8km 18 Hazari – Layyah Road*

- **Job Title,**  
**Account Assistant.**(Feb-2009 to 10- Jane- 2010)  
**(1 years 4 months 9 days)**

- **Job Responsibilities,**
  - Dealing with journals, sales and purchase ledgers.
  - Book Keeping & file Original Vouchers.
  - Calculating and checking payments, amounts and records to ensure they are correct.