

# BABAR ALI

## Accounting and Finance

### EXPERIENCE

#### Finance Cum Cash Officer

Vivo Mobile (Supply Chain and Logistics ) Pakistan

March 2021 - March 2023

Managing and safeguarding cash transactions, including receiving, counting, and disbursing funds.

Maintaining accurate financial records, including ledger entries, cash receipts, and disbursement records.

Assisting in the preparation and monitoring of budgets, ensuring that expenditures align with financial plans

Handling bank-related activities such as deposits, withdrawals, and reconciliation of accounts

Preparing and submitting expense reports, tracking and documenting expenses, and ensuring compliance with company policies.

Managing payments to suppliers, vendors, and service providers, ensuring timely and accurate disbursements.

#### Transport Officer

July 2017 - Aug 2019

Valtrans Transportation System and Services Dubai UAE.

Managing the staff pick-ups and drop off services.

Maintaining high volume of staff transportation to over 100 locations all over the UAE.

In charge of day to day operations including scheduling of drivers assigning the vehicles and route planning.

Fully knowledge about traffic rules fines.

Fully knowledge of RTA system.

Record data for each employee such as number of jobs, pick up & drop off

Coordinate with drivers and assign new jobs.

Making sure that all vehicles are properly maintained and serviced.

Administratively process the details like fuel utilization, salik, mileage.

#### Assistant Manager Accounts May 2014-June 2017

Nahal Passenger Bus Transport Dubai UAE.

Maintain the accounts of debtors

Maintain the accounts of creditors

Prepare the invoices

Dealing with customers

Preparation and review of payroll of employees

Receive payment by cash, check, credit cards, vouchers, or automatic debits

Issue receipts, refunds, credits, or change due to customers.

#### Accounts Officer

Jan 2010-April 2014

Kamran Textile Private Limited Export Company Pakistan

Prepare & Reconcile bank statements

Reconcile the accounts payable

Reconcile the account receivable

Establish & maintain cash controls

Establish, maintain & reconcile the general ledger

Audit of cash sheet daily basis

Posting of Sales and Purchase



#### I Have My Own Employment Visa



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Hor Anz Dubai UAE.

#### EDUCATION:

**MBA Finance (Master Of Business Administration )**

Mohi ud Din Islamic University  
Az&k Pakistan. 2007-2009

**B.COM (Bachelor Of Commerce)**

Punjab University Lahore Pakistan  
2005-2007

**FSC.(Pre-Engineering)**

Degree College Of Science  
Faisalabad Pakistan 2003-2005

#### SKILLS:

- Management Skills
- Creativity
- Problem Solving Skills
- Communication Skills
- Critical Thinking
- Leadership

#### LANGUAGES:

- English
- Urdu
- Hindi