



BABAR ALI

Accountant,Accounts Executive,Cashier,
Accounts Officer,Document Controller,Teller

EXPERIENCE

Accountant Cum Cash Officer



Vivo Mobile Private Limited Supply Chain and Logistics Pakistan
03-2021 To 03-2023

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



Valtrans Transportation System Dubai United Arab Emirates

07-2017 To 08-2019

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.i

Fully knowledge about traffic rules fines.

Fully knowledge of RTA system.

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

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



Nahal khan Passenger Bus Transport Dubai United Arab Emirates

05-2014 To 06-2017

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



Kamran Textile Private Limited Export Company Pakistan

01-2010 To 04-2014

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

Auditing financial information

I Have My Own Employment Visa



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Babar9070@gmail.com



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
- Oracle ERP
- Ms Excel, Ms Word

LANGUAGES:

- English
- Urdu
- Hindi