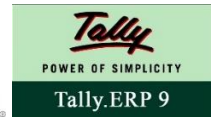


# Accountant, Finance Manager, Office Admin, Procurement & Customer Service



**SYED ALI HAIDER**



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## CAREER SUMMARY - OBJECTIVE

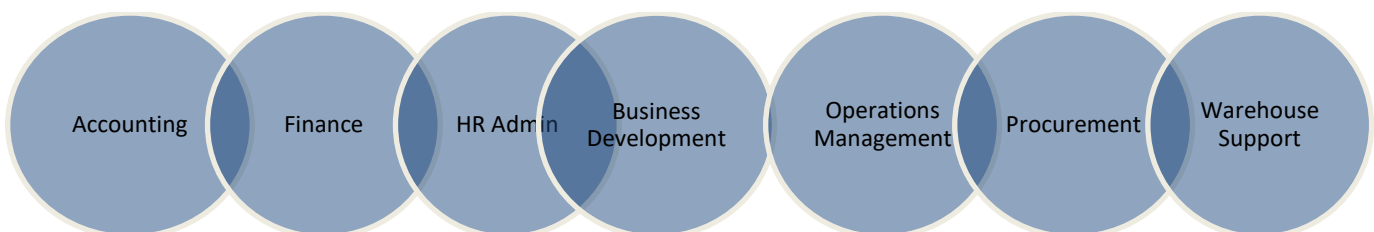
Highly competent professional with 5 years of proven experience in Accounting, Finance, administration & Purchase within Diversified industries in Dubai & Pakistan. Demonstrated competency in providing administrative support, handling multiple Tasks, fulfilling organizational objectives and dealing with multicultural personnel.

Possess strong problem solving, Analytical and decision-making competencies and driving solutions; negotiate and develop relationship with suppliers, Vendors & contractors. Maintain and upkeep the archives of office correspondence, invoices, LPO's, Delivery Notes, Quotations, Contracts and Agreement, etc.

### **KEY SKILL AREAS:**

- Accounting & Finance Management
- Office Administration & Customer Service
- Procurement Dept.
- Budgeting & Forecasting
- Payroll Handling

## CORE COMPETENCIES



## PROFESSIONAL EXPERIENCE



ENZO Cool General Trading LLC

### **Administrative assistant cum accountant SEP 2022 Till Today**

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures

# Accountant, Finance Manager, Office Admin, Procurement & Customer Service

- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary.
- Manage Profit/Loss Statement, Balance sheets and Cashflow Statement.
- Prepare and manage company payroll on a monthly basis
- Oversee A/P and A/R functions & checking managing Statement of accounts.
- Prepare and execute VAT filing or any other taxes with Custom formalities.



**Amer 7 Minutes Government Services**

## Office Admin Cum Customer Service

**(2022)**

- Identify and assess customers' needs to achieve satisfaction
- **Expert on AMER ERP Software**
- Build sustainable relationships and trust with customer accounts through open and interactive communication
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing
- Provide accurate, valid, and complete information by using the right methods/tools
- Meet personal/customer service team sales targets and call handling quotas
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution
- Keep records of customer interactions, process customer accounts, and file documents
- Follow communication procedures, guidelines, and policies
- Take the extra mile to engage customers

**=sellyourmotors**

## Sell Your Motors, Barsha 1

**(2022)**

### Accounts Cum Admin

- Manage Profit/Loss Statement, Balance sheets and Cashflow Statement.
- Coordinate and execute the monthly close process including journal entries, reconciliations and financial statement.
- Record day to day financial transactions and complete the posting process
- Manage annual financial statement audit and other tax audits.
- Prepare and manage company payroll on a monthly basis
- Oversee A/P and A/R functions & checking managing Statement of accounts.
- Perform daily bank/cash reconciliation.
- Prepare and execute VAT filing or any other taxes.
- Preparation of strategic plans, budgets, and financial forecast
- Maintain detailed general ledger & Process monthly expense accruals.
- Reinforce financial data confidentiality and conduct database backups when necessary

# Accountant, Finance Manager, Office Admin, Procurement & Customer Service

- Prepare and manage correspondence, receive mails and ensure smooth and effective communication.
- To make letter writing & drafting & response to different parties.
- Sending Emails to clients and making proper follow up for Quotations.
- Preparing of LPOs and strong follow up for timely delivery.
- Generate invoice and ensuring payment safely received via Cash/Cheque/Online Transfer.
- Handling all telecommunication and internet matters.
- Dealing with suppliers and making sure that the best deal is offered.
- Assist with bookkeeping, payroll, and vouchers processing
- Receiving and processing all invoices, expense forms and requests for payments.
- Handling petty cash, preparing bills and receipts.
- Arrange conferences, meetings, and travel reservations for office personnel
- Keeping close eye on all official document's renewal.

**Nestle International, Pakistan**

**(MAY'16-May'19)**



## **Accounts Assistant**

- Standard management of company accounts and finances, using credible accounting software (QuickBooks) consistent with requirements of the project
- Create, manage, and maintain full of book-keeping of daily transactions.
- Procure and assist with annual and ad-hoc audits
- Prepare regular financial reports, forecasts and statements to senior management, taking responsibility for accuracy of all financial data
- Manage Profit/Loss Statement, Balance sheets and Cashflow Statement.
- Manage an effective and transparent petty cash system
- Prepare and manage company payroll on a monthly basis
- Supporting effective inventory management in collaboration with Warehousing/Logistics team
- Introduction and application of internal control measures
- Development of a detailed budget for the project and ensuring its adoption and application
- Management of the company's cashflow effectively in accordance with plan and budget
- Prepare and execute GST filing & other taxes as well.
- Keep records of company finances in an effective filing system
- Policy, regulations, plan development: Financial management policy, procurement

## **EDUCATIONAL CREDENTIALS**

**2017 – Master of Commerce**

University of Azad Jammu & Kashmir, PAK

**2014 – Bachelor of Commerce**

University of Azad Jammu & Kashmir, PAK

**2011– Higher Secondary School Certificate**

BISE Mirpur, Pakistan

## **ACCOUNTING SKILLS**

- Profit & Loss Statement
- Balance Sheet
- Cashflow Statement
- Account Receivables & Payables

# Accountant, Finance Manager, Office Admin, Procurement & Customer Service

- Budgeting & Forecasting.
- Stock/Warehouse Management.

## TRAININGS/COURSES/CERTIFICATIONS

- Certification: [Tally & QuickBooks Certification](#) from Skill Development Council (PAK).

## GENERAL WORKING SKILLS

- Maintain and upkeep the archives of office correspondence, invoices, LPO's, Delivery Notes, Quotations, Contracts and Agreement, etc.
- Sales & Purchase order preparation
- Office Administration & Operations management
- Purchase and Sales invoice preparation
- Expertise on AMER ERP software.
- VAT, Dubai Customs, Ministry of Labour & RTA formalities' knowledge
- Petty Cash & Cheque Management

## LANGUAGES

- English, Urdu & Punjabi

## PERSONAL INFORMATION

**Visa Status:** Employment valid till 2024  
**Nationality:** Pakistani  
**Marital Status:** Single  
**DOB:** 09-09-1993  
**Availability:** Immediately  
**Salary:** Negotiable

## REFERENCE

Will be provided on demand.