

# Ali Ahmad

## Accountant at AL-GharShoub Trailers Industries

Sharjah

[mail2aliahmad@gmail.com](mailto:mail2aliahmad@gmail.com)

+9710543652315

Finance professional with extensive more than two-year experience in ensuring efficiency, accuracy and resolves outstanding issues by getting to the root of the problem. Detail oriented with strong organization and communication skills. Able to multitask, prioritize and plan ahead while remaining focused on the tasks at hand. Quick learner, self-taught in utilized technologies.

## Personal Details

---

**Birth Date:** 1997-07-07

**Eligible to work in United Arab Emirates:** Yes

## Work Experience

---

### Accountant & Administrator

Al Gharshoub Trailer Industry - Sharjah

November 2023 to Present

- Responsible For Preparation of Local Purchase order, quotations and Invoicing in Zoho accounting Software according to Business Requirements.
- Responsible to record of different invoices documentary for the VAT Return.
- Responsible To follow the Account Receivable ( Included Overdue ) on daily Basis.
- Responsible for Bank Reconciliation on weekly basis.
- Manage the Petty Cash Account according to Business policy.
- Responsible for Preparation of Financial Statements (Balance Sheet and Income Statement).
- Responsible for payment to vendors against Account Payable And their reconciliation.
- Responsible To Manage Daily Attendance of Employees and their leave ( if any ).
- Responsible To prepare the Payroll of employees at the end of the each month.

### Finance and Admin Officer

JWS Pakistan - Punjab

June 2021 to November 2023

- To Reconcile the all ledger Accounts of Branch.
- To record accounting events and transactions in the financial package.
- To handle petty cash and bank accounts.
- To generate reports for management reporting.
- To prepare vouchers, get them approved, and filing in designated files.
- To generate periodical financial, accounting, and management reports and submission to designated authorities.
- To maintain proper files for accounting and financial records.
- Maintain Proper Attendance and leaves record of branch staff on Daily basis.

## Education

---

### **Master of Commerce in Accounting and Finance**

University of Central Punjab - Lahore

October 2018 to September 2020

### **Bachelor of Commerce in Accounting and Banking**

University of Punjab - Lahore

September 2016 to August 2018

## Skills

---

- Account Reconciliation (3 years)
- Financial Reporting (Less than 1 year)
- MS Excel (2 years)
- Quick Books (Less than 1 year)
- Petty Cash Management (3 years)
- Accounts Receivable (2 years)
- Communication (2 years)
- Analytical Thinking (2 years)
- Financial Journal Entries Recording (3 years)
- Tally Prime (Less than 1 year)
- Customer Service Skills (3 years)
- Zohobooks (Less than 1 year)
- Critical Thinking (2 years)
- MS Office (2 years)

## Languages

---

- English - Expert
- Urdu - Fluent
- Hindi - Intermediate

## Certifications and Licenses

---

### **Computer Application and Office Professional**

January 2017 to August 2017

## Additional Information

---

- Visa Status: Freelancer Visa
- Notice Period: 2 days