



Muhammad Ghurman

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LinkedIn Profile

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Date of Birth-01-01-1990

Education Preview

MBA – 2016 (3.40 of 4.0)

B.com - (2011)

University OF AJK Pakistan

Skills Preview

Accounting Skills

- ✓ GAAP
- ✓ IFRS
- ✓ Accounting Cycle
- ✓ Financial Reports
- ✓ Accounting Information System
- ✓ Accounting Principles
- ✓ Book Keeping
- ✓ Value Added Tax
- ✓ Managerial Accounting
- ✓ Revenue
- ✓ Budgeting
- ✓ Inventory
- ✓ Payroll
- ✓ Bank Reconciliation
- ✓ Corporate Tax
- ✓ Branch Accounting
- ✓ Consolidation
- ✓ Book Keeping
- ✓ Consignee Accounts

Assets

=

Liabilities + Owner Equity

Financial Accountant

Assistant Finance Manager

Professional Profile

- I am offering services as a financial Accountant in UAE since-2018.
- I am sharing my knowledge and skills in Accounting and Finance department.
- I have a significant role in company financial decision and managerial accounting.
- I am expert user of Accounting Information System and other IT involvement in finance sector
- Identifying, Recording and Reporting financial transactions and reports
- Submitting financial reports to all business stake holders and presents the uncertainty about the events.
- All financial reports preparing from journal entries to ledger posting, Trial balances, Income Statements, Trading Account, Profit and Loss, Balance Sheet, Equity Statement, Cash Flow, Budgeting and ratio analysis.
- Recording of assets, liabilities, revenue, expenses, capital, their nature, evaluation and accounting treatment according to rules of GAAP and IFRS
- Using all principles of accounting and accounting standard set by the GAAP and IFRS so that the all financial transactions are based on reliable date
- Make sure the full accounting cycle is accurate and in systematic way so that no any uncertainty or ambiguity can affect the financial decision.
- Prepaid entries and their representation in financial reports
- Unearned revenues and expenses and their representation in financials
- Adjusting entries at the end of financial year and their representation
- Accounts Receivable and Payables, Outstanding's, Statements, Bad debts and representation of Working Capital in financial reports.
- Submitting and analyzing of revenue using different significant factors like branch wise, item wise, group wise, sales team wise, customer wise.
- Complete recording of branch accounting whether it is independent or dependent branch and their financial record in the books of accounts
- Inventory management system by using AFS and Costing and Movement.
- Capitalization, amortization, depreciation, mortgage and leasing accounting
- Payroll Accounting Salaries, incentives. Attendance, gratuity, paid leave, unpaid leave, insurance, performance, measurement.
- Capital, equity and debt finance, and shareholders recording in Accounts.
- Taxes skills (VAT + Corporate TAX) calculations, submission and Payment
- Administration roles (Tenancy, Visa, License, Utility concerns, Operations)
- Cost accounting skills in the production department like raw material, direct labor manufacturing cost, cost of finished goods and product costing
- Economic significant factors impact on financial decision like GDP, GNP, Demand, Supply, Inflation, deflation, monetary policy and fiscal policy, Customer Purchasing Power
- Book keeping is also very important role of my duties in department.
- Maintain consignment accounts according to contract of sales in account

Table of Experiences

S-No	Designation	Company	Location	Industry	Period	Total
01	Accountant	Rouh Candles Trading LLC	Dubai(UAE)	Luxury Gifting	Jan-23-Dec-23	1- year
02	Accountant	Lime Computer Trading LLC	Dubai(UAE)	Computer	2020-2022	2 – Years
03	Accountant	Shibaam International Trading	Dubai(UAE)	Hardware	2018-2020	2 – Years
04	Accountant	Ali Juma Trading LLC	Dubai(UAE)	Fashion	2017-2018	1 - Year

Accounting Information

System and IT Skills

- ✓ Erp Systems
- ✓ Tally Erp
- ✓ Resource Factors
- ✓ E-Matrix
- ✓ Excel
- ✓ Word
- ✓ Power Point
- ✓ Outlook
- ✓ E- Commerce

Communication Skills

- ✓ English
- ✓ Urdu
- ✓ Arabic Basic
- ✓ Business Communication
- ✓ Report Writing
- ✓ Letter Writing
- ✓ Memo Writing
- ✓ Business E-mails
- ✓ Presentations

Administration Skills

- ✓ Tenancy Contracts
- ✓ Ejaries
- ✓ Trade License
- ✓ Insurance
- ✓ Lease Contract
- ✓ Mortgage
- ✓ Amortization
- ✓ Official Documentation
- ✓ Company Profile
- ✓ Utility Bills
- ✓ Operations
- ✓ Monitoring
- ✓ Organising
- ✓ Evaluation
- ✓ Managing

Practical Experience Details

- Identifying, and recording business transactions according to GAAP and IFRS rules.
- Identifying transaction nature and classification them according to accounting equation.
- Checking the initial steps of recording transactions according to accounting Cycle
- Checking the accounting transactions and their impact on financial statements
- Posting the journal entries into ledgers account and trial balances
- Identifying the adjusted entries and recording before adjusted trial balance
- Identifying and recording common and special adjusting entries
- Preparing Financial statements by using the adjusted Trial balances

Branch Accounting and Consignee Accounts

- Branch accounting whether dependent or independents branch
- Recording of branch revenue and expenses
- Branch stock movement and cash movement transactions
- Recording of branch receivables and payables and analysis
- Consolidation statements of different branches
- Branch Petty Cash recording under estimated and overestimated analysis
- Branch Fixed Asset analysis and evaluation
- Allocation and movement of stock to consignees
- Setting the product prices with calculated commission percentage to consignee
- Recording the consignment sales and analysis margin, movement and expenses
- Consolidation of consignees and profitability ratio among accounts
- Timely analyzing sales and commission for new contracts with consignees

Bank Reconciliation and Cash Flow Statement

- Identifying the accrual base and cash base transactions
- Cash flow and cash projection for the upcoming business activities
- Analyzing working capital and currents assets evaluation timely
- Allocations of petty cash and increasing or decreasing depend on activities
- Bank daily activities inward Cheques, outward cheques, bank charges
- Consolidation of payments through different payment channels like POS payments cheque payment mobile app payments online transfers
- Recording of Post Dated cheques issued, received, clearance and return
- Company Long term liabilities related to bank purchases and installment payments
- Web Services, GSM Services, misliniouse income, letter of credit bank drafts
- Updated Bank records and providing the official documents timely
- Consolidate the different bank account balances and reconciliation

Analytical Skills

- ✓ Total Revenue Analysis
- ✓ Segmented Targets
- ✓ Sales Team Targets
- ✓ Branches Targets
- ✓ Products Group Analysis
- ✓ Item Wise Reports
- ✓ Estimation
- ✓ Reliability Factors
- ✓ Significant Factors
- ✓ Ratios Analysis
- ✓ Profitability
- ✓ Movement Analysis
- ✓ B2B Revenue
- ✓ B2C Revenue
- ✓ Social Media Sales
- ✓ E-Commerce Report
- ✓ Consignee Sales

Personal Attributes

- ✓ Team Work
- ✓ Determination
- ✓ Motivation
- ✓ Patience

Certifications

- ✓ Microsoft Office Professional
- ✓ Tally ERP Training
- ✓ Resource Factor Training

Achievements

- ✓ Real Financial Picture
- ✓ Reliability of financial Reports
- ✓ Role in Managerial Accounting
- ✓ Correct Estimations
- ✓ Exact Budgeting
- ✓ Revenue Analysis
- ✓ Assets Evaluation
- ✓ Business Real Worth
- ✓ Stake Holder Trust
- ✓ Investment Decision
- ✓ Financial Planning
- ✓ Exact Targets
- ✓ Segmented Targets
- ✓ Sales Team Targets
- ✓ Branches Targets

Sales, Purchases, Expenses and Taxation

- Recording the revenue Sales and other investment and charges
- Domestic sales and exports
- Recording the expenses and nature of expense
- Purchases Domestic and imports and imports duties with shipping expense
- Carriage inward and outward and freight forwarded expenses and operating
- Calculation of value added tax submission and payment and refund
- Corporation Tax registration, calculations, submission and payment
- All Taxation rules set by the FTA United Arab Emirates

Inventory, Cost of Manufactured, Product pricing, Cost of Goods Sold

- Inventory Management and control using Periodic Method and Perpetual
- Opening and closing inventory and impact on financial statement
- Helping in finished goods cost in manufacturing industry
- Finished goods pricing using costing methods in accounting
- Calculation of cost of goods sold for the gross profit in trading account
- Stock movement analysis

Account Receivables, Account Payables, Unearned Revenue, Prepaid Recordings

- Identifying the transactions which are receivables and credit limit
- Entries of bad debts and categorized accounts in that category
- Identifying the current liabilities, recording and payments
- Recording the all advances as liabilities and entered revenue after done
- All payments in advances and recording the transactions as services done

Value Added Tax. Corporation Tax. Administration Activities and Payroll

- Registration, Calculations and Submission of Value Added Tax
- Tax on Purchases, Domestic Purchases, Imports and Taxable Expenses
- Tax on Domestic Sales, Exports and Free Zones transactions
- Corporation Tax registrations, calculations, submission and payment
- Renewal of Tenancy Contracts, Trade license and Ejaries
- Observations, Organizing, Monitoring and Evaluations operations
- Payroll accounting process by calculations monthly and annually
- Basic salary and incentive with allowance calculations
- Sales Commissions calculations
- Attendance calculations and leave salary calculations
- Gratuity and final settlement calculations
- Full WPS procedure to transfer the salaries

Financial Reports, Fixed Assets, Long Term Liabilities, Depreciation and Accounting Cycle

- Trading ac, Profit and Loss ac, Balance Sheet, Ratio Analysis and Posting entries
- Recording Fixed Assets, Calculate Depreciation and Book value for the period
- Analyzing long term liabilities and evaluation with respect to company profile
- Closing accounting entries for a specific financial year
- Checking full Accounting Cycle matching with accounting standards
- Included all revenue reports with respect to different set standards