



# ALI HAIDER

Accountant & Admin Officer

## WORK EXPERIENCE

### ADMINISTRATIVE ASSISTANT CUM ACCOUNTANT

**ENZO COOL GENERALTRADING LLC** Dubai Dec 2022 – Till Date

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

### OFFICE ADMIN CUM CUSTOMER SERVICE

**AMER 7 MINUTES GOVERNMENT SERVICES, Dubai** Jul 2022 –NOV 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 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.

## CONTACT

☎ +971 50 985 2482

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📍 Dubai

## EDUCATION

### Master of Commerce

University of AzadJammu & Kashmir,PAK

2015-17

### Bachelors of Commerce

University of AzadJammu & Kashmir,PAK

2012-14

## TRAININGS/ COURSES/ CERTIFICATIONS

**Certification:**  
**Tally & QuickBooks**  
**Certification**  
**from:**  
**Skill Development**  
**Council**

## LANGUAGES

English  
Urdu  
Hindi  
Punjabi

## SKILLS

### Accounting Skills

#### Bookkeeping:

- Recording financial transactions
- Maintaining ledgers

#### Financial Reporting:

- Preparation of financial statements
- Generating financial reports

#### Budgeting:

- Developing and monitoring budgets
- Expense tracking and analysis

#### Account Reconciliation:

- Bank reconciliation
- Vendor and customer account reconciliation

#### Tax Preparation:

- Basic understanding of tax codes and regulations
- Preparation of tax documents

#### Software Proficiency:

- QuickBooks or other accounting software
- Spreadsheet applications for financial analysis

#### Invoicing and Billing:

- Creating and sending invoices
- Tracking payments and managing accounts receivable

#### Financial Analysis:

- Analyzing financial data for trends and insights
- Generating financial forecasts

#### Payroll Processing:

- Calculating and processing payroll
- Knowledge of payroll taxes and regulations

#### Audit Preparation:

- Assisting in the preparation for internal or external audits
- Ensuring compliance with accounting standards

### Administrative Skills

#### Office Management:

- Phone systems
- Calendar management
- Mail and correspondence handling

#### Data Entry:

- Fast and accurate typing skills
- Data validation and verification

#### Organizational Skills:

- File and document organization
- Time management

#### Communication:

- Email correspondence
- Professional phone etiquette

#### Software Proficiency:

- Microsoft Office Suite
- Google Workspace

## WORK EXPERIENCE

### ACCOUNTS CUM ADMIN

#### SELL YOUR MOTORS, BARSHA Dubai

Dec 2021-June 2022

- Manage Profit/Loss Statement, Balance sheets, and Cash Flow Statement.
- Coordinate and execute the monthly close process including journal entries, reconciliations, and financial statements.
- Record day-to-day financial transactions and complete the posting process
- Manage annual financial statement audits and other tax audits.
- Prepare and manage company payroll every month
- 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 strategies, budgets, and financial forecast
- Maintain detailed general ledger & Process monthly expense accruals.
- Reinforce financial data confidentiality and conduct database backups when necessary
- Prepare and manage correspondence, receive mail, 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.

### ACCOUNTS ASSISTANT

#### NESTLE INTERNATIONAL, PAKISTAN

Jan 2019- Aug 2020

- Standard management of company accounts and finances, using credible accounting software 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

### ACCOUNT MANAGER OPERATION

#### MTBC

Sep 2020 – Dec 2021

They strive to manage valuable accounts to build and keep sustainable relationships with clients. Key Account Managers also have to take the responsibility to mitigate challenges, solve problems and find new opportunities to enhance client relationships.

## GENERALWORKING SKILLS

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