

# CHAUDHARY MUHAMMAD ARIF

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## CAREER OBJECTIVE:

Contributing my experience, skills and knowledge towards the organization to meet the structural goals and providing my best with the help to accounting degree I hold. Giving a boost to the accounting, tax preparations, leadership and working in a friendly environment. Seeking to re-enter the work force after 15 years break to contribute my efforts into the success of the project and the organization.

## PROFESSIONAL WORK EXPERIENCE:

**Organization:** Nishat stitching company pvt. (Ltd)

**Tenure:** May 1991 - March 1996.

**Designation:** Accounts Officer.

**Responsibilities:**

- In my duties I used to maintain manual books of accounts, general ledger, and cash book.
  - Stock check and balance and reporting.
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**Organization:** Coopers & Lybrand Chartered accountants

**Tenure:** Nov 1996 – Mar 2000

**Designation:** Admin/Accounts officer

**Responsibilities:**

- Office maintenance, accounts handling and monthly accounts report to head office
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**Organization:** Active Apparels

**Tenure:** Apr 2000 – Dec 2002

**Designation:** Accounts Officer

**Responsibilities:**

- Preparing sales tax invoices, salaries and bank payments.
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**Organization:** Zephyr Textiles Ltd.

**Tenure:** Jan 2003 – Aug 2007

**Designation:** Accounts Officer

**Responsibilities:**

- Cash handling.
  - All bank payments to creditors.
  - Handling and reporting bank receipts.
  - Bank transactions including bank financing documents and L/C opening documents.
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**Organization:** Colony Industries pvt. (Ltd)

**Tenure:** Jan 2008 – Sept 2008

**Designation:** Accounts Officer

**Responsibilities:**

- Yarn creditors payments and reconciliation on daily basis
  - Made payments through paper cross check with GRNS and reconciliation of parties on daily basis
  - Salary disbursement and regular reporting.
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**ACADEMIC EDUCATION:**

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Bachelor of Commerce	University of the Punjab	1990

**CERTIFICATION/ ADDITIONAL SKILLS:**

- **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
- **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)
- **Tally Software** (2 Year experience)
- **Accounting Software** (Can work on any accounting software)

**PERSONAL INFORMATION:**

**Father's Name** : Chaudhary M. Hanif  
**Date of Birth** : 16-09-1968  
**Nationality** : Pakistani  
**Residency** : UAE Resident (Valid Emirates I'd)

**REFERENCE:**

Reference will be furnished on demand.