

Irfan Adil MPA, B.com

Abu Dhabi, UAE ▪ +971 55 1993 021 ▪ iffi.adi007@gmail.com ▪ [linkedin.com/in/irfanadil](https://www.linkedin.com/in/irfanadil)



Accounts Officer

PROFESSIONAL SUMMARY

Experienced Accounts Officer with 10+ years in cost analysis, financial reporting, and accounts management. Skilled in optimizing manufacturing costs, managing accounts receivable and payable, and ensuring timely payments. Proficient in financial statement preparation, budgeting, and forecasting. Holds an MPA and B. Com, committed to compliance and driving financial growth.

SKILLS

- Office Management
- Risk Assessment & Mitigation
- Payroll Administration
- Product costing
- VAT
- Receivable Management
- Payable Management
- Vendor Management
- Team Building & Leadership
- Communication
- Time Management
- PO Creation

CAREER EXPERIENCE

Royal Group, Abu Dhabi, UAE

May 2023 – Present

Accounts Officer

A company specializing in technology and infrastructure solutions, providing services to various industries. A company specializing in technology and infrastructure solutions, providing services to various industries

- Oversee and analyse manufacturing costs, including fixed, variable, direct, and indirect costs, to support accurate product pricing and profitability analysis
- Conduct Oversee and analyse manufacturing costs, including fixed, variable, direct, and indirect costs, to support accurate product pricing and profitability analysis monthly and annual cost reviews, identifying cost-saving opportunities and providing detailed reports to management.
- Collaborate with operations and production teams to enhance cost-effectiveness across the manufacturing process.
- Manage the end-to-end accounts receivable process, including issuing invoices, recording payments, and following up on overdue accounts.
- Prepare and review customer aging reports by document date and due date, monitoring outstanding receivables and reporting potential risk areas.
- Coordinate with sales and customer service teams to resolve customer payment discrepancies and ensure prompt payment processing.
- Manage the end-to-end accounts receivable process, including issuing invoices, recording payments, and following up on overdue accounts.
- Prepare and review customer aging reports by document date and due date, monitoring outstanding receivables and reporting potential risk areas.
- Coordinate with sales and customer service teams to resolve customer payment discrepancies and ensure prompt payment processing.
- Prepare monthly and year-end accruals, ensuring accurate and timely financial closing.
- Manage prepaid expenses accounts, tracking amortization and ensuring accurate financial reporting.
- Post and review journal entries for accruals, prepayments, and other routine financial transactions to maintain accurate general ledger records.
- Provide support during internal and external audits, preparing necessary documentation and assisting with inquiries.
- Maintain organized and thorough financial records for audit readiness and compliance.
- Handle AP invoicing and posting through the purchase order (PO) process, verifying invoice details and ensuring compliance with financial policies.
- Prepare AP aging reports and ensure timely processing of vendor payments to maintain positive supplier relationships.
- Reconcile AP transactions and resolve any discrepancies in a timely and efficient manner.
- Assist in preparing monthly, quarterly, and annual financial statements and management reports.
- Perform variance analysis on key financial metrics, highlighting trends and providing insights for informed decision-making.
- Support budgeting and forecasting activities, helping identify cost-saving opportunities.
- Ensure compliance with local and international accounting standards, company policies, and regulatory requirements.

High Systems Electromechanical Works LLC, Dubai, UAE

April 2018 – Dec 2022

Accountant

A leading provider of electromechanical solutions for construction projects. Responsibilities included managing administrative procedures, recruitment, staff performance assessment, and budget monitoring to ensure smooth project and office operations.

- Assisted in managing accounts payable and receivable, ensuring timely invoicing and payments.
- Supported the preparation of financial statements and month-end closing processes.

- Maintained accurate general ledger records and posted journal entries for transactions.
- Monitored project budgets, tracked expenditures, and identified cost-saving opportunities.
- Reconciled vendor accounts, resolved discrepancies, and ensured compliance with company policies.

Spine Engineering PVT Ltd, Islamabad, Pakistan

Mar 2014 – Mar 2018

Accounting Clerk

An engineering firm providing design, construction, and project management services in civil, electrical, and mechanical engineering. My responsibilities included handling email inquiries, scheduling appointments, taking meeting minutes, and organizing both internal and external events to support the team's operational goals.

- Managed email inquiries, scheduled meetings, and handled client/vendor communications.
- Assisted with maintaining accurate accounting records and filing systems.
- Supported the preparation of financial reports and assisted with day-to-day accounting tasks.
- Organized internal and external events, took meeting minutes, and provided administrative support.
- Coordinated with team members to ensure smooth workflow and timely completion of accounting activities.

EDUCATION

MPA (Masters in Public Administration), Comsats University Islamabad

2014 – 2016

Bachelor in Commerce, Bahauddin Zakariya University Multan

2009 – 2012

TECHNICAL SKILLS:

- Peachtree | Odoo ERP | Oracle R12 | MS Excel Advance | MS Word | Power point

LANGUAGES

English (Bilingual); Urdu (Bilingual); Punjabi (Native); Hindi (Bilingual)