



# BABAR ALI

ACCOUNTANT/CASHIER/TELLER/CASH OFFICER  
WITH 6 YEAR DUBAI EXPERIENCE,  
LIVING IN DUBAI UAE.  
AVAILABILITY: CAN JOIN IMMEDIATELY.



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babar9070@gmail.com



Hor Al Anz Deira Dubai

## Education

**MBA Finance.** 2007-2009

Mohi Ud Din Islamic University  
Pakistan.

**B.Com.** 2005-2007  
**Bachelor of Commerce .**

University of Punjab Lahore Pakistan.

**Fsc. ( Mathematics )** 2003-2005  
Degree College of Commerce  
Faisalabad Pakistan.

## Skills

Analytical skills  
Problem solving  
Time management  
Data analysis  
Financial analysis  
Book keeping  
IT Skills  
Ms Office, Outlook  
Oracle ERP

## Language

English  
Urdu  
Hindi

## Experience

**Right Target Management Services Dubai UAE.**

**Accounts Officer:**

April 2023 - Till Date

- Maintain the ledger of Debtors and Creditors.
- Prepare and sending invoices to Clients.
- Maintaining accurate financial records including ledger entries and cash receipts.
- Managing payments to supplies, vendor and services providers.
- Preparing and submitting expenses report of company.
- Handling bank related activities like Deposits, withdrawals and Reconciles accounts.
- Complete and submitting of tax return.
- Maintain accurate and up-to-date financial records by recording transactions and updating ledgers

**Vivo Mobile Pakistan (A Chines Multinational Company)**

**Cashier Cum Accountant:**

March 2021 - March 2023

- Maintain & Reconcile the ledger of Accounts receivable & Payable.
- Prepare, issue and Reconcile invoices of company.
- Issue payments of suppliers and services providers.
- Reconcile bank statements every month.
- Reconcile the accounts payable & receivable.
- Establish & maintain cash controls.
- Establish, maintain & reconcile the general ledger.
- Audit of cash sheet daily basis.
- Posting of Sales and Purchase.
- Auditing of financial transactions.
- Audit of cash sheet on daily basis
- Audit of employee payroll monthly basis.
- Deposit cash into bank daily basis

**Nahal Khan Bus Transport & Rent A Car Dubai UAE.**

**Accountant:**

May 2014 - July 2019

- Maintain the accounts of debtors & creditors
- Prepare the invoices.
- Dealing with customers for inquiries.
- Preparation and review of payroll of employees.
- Receive payment by cash, check, credit cards, & vouchers.
- Issue receipts, refunds, credits, or change due to customers.
- Reconcile Bank statements on monthly basis.
- Perform month-end and year-end closing procedures.
- Assist in developing and implementing internal financial controls.
- Prepare tax returns and assist with audits.