



Abdul Hameed

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United Arab Emirate

Motivated, results-driven & experienced Senior Accountant with over 9 years of extensive and diversified experience in Accounting and Finance including 7 years in UAE. Flexible and versatile thrives on rapidly changing situations & deadline-driven environments, and always remains open to new challenges. Acquired highly developed sets of skills with a proven ability to manage personnel and programs, improve processes, and accomplish objectives regardless of budget cuts and time constraints. Exceptional communicator, skilled at developing highly productive relationships with vendors, clients/customers, and stakeholders. To secure a position that will utilize my organizational abilities and educational background and be an active part of the company in achieving its goals.

SKILLS

Accounting

Financial Analysis & Reporting

Data Entry

Accounting Software (Quick Book, Oracle)

Customer Relations

Logistics Management

Administration

Team Leadership

WORK EXPERIENCE

Admin & Finance Assistant

Pakistan Red Crescent Society (Hilal-e- Ahmar Pakistan) *Peshawar, Pakistan*

11/2022 – 05/2024,

Achievements/Tasks

- Maintaining and Update all the official Correspondence, documents and the filing system.
- Prepare & Maintain Monthly Financial Reports.
- Supporting the Branch staff in elaborating the budgets
- Ensure complete book keeping using Sidat Hyder ERP and inventory record.
- Preparing Monthly Bank Reconciliation
- Maintaining and update the overall volunteer's database.
- Ensure proper management and maintenance of the office premises and warehouses.
- Preparing and supervise work plan for office support staff.
- Assist the District Secretary in maintaining DP Stock and its proper recording.
- Maintaining and following staff attendance record.

Property Consultant Cum Accountant

Falah-e-Umat Property Zone *Peshawar, Pakistan*

4/2021 – 10/2022

Senior Accountant

HSSA Accounting and Tax Services *Dubai, UAE*

02/2019 - 07/2020,

Achievements/Tasks

- Handled all day to day accounting operations including but not limited to entry of Sales, Petty Cash Invoices and Suppliers Bills for different Clients using Quick Book; summarize current financial status by collecting information; visit clients for collecting data.
- Preparation of monthly bookkeeping write-ups and financial statements, consulted with clients on financial status and potential problems and solutions, preparation sales tax returns, of client payroll summaries and quarterly tax reports.
- Report directly to the CEO and also maintain the integrity, accuracy, and completeness of all aspects of financial reporting.
- Maintain and balance subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Analyze financial information detailing assets, liabilities, and capital, and prepare balance sheets, profit, and loss statements, and other reports to summarize.
- Responsible for ensuring compliance of all policies and procedures affecting the accounting operations

General Accountant

Dar Al Khaleej Printing, Pub & Adv Ltd. *Sharjah, UAE*

07/2013 - 11/2018,

Achievements/Tasks

- Accurately performed accounting responsibilities within the specified deadlines according to the Generally Accepted Accounting Principles (GAAP)
- Maintain and prepare the full record of accounts related to daily sales; prepare monthly sales variance analysis report, and manage the preparation of commission for field staff based on sales and collections.
- Completed variance analyses of balance sheets and income statements to identify and resolve any general ledger discrepancies.
- Supervising the invoice processing, purchase orders, expense reports, credit memos, reconciling the vendor statements, and handling the payment complaints or discrepancies
- Report and present findings to Chief Accountant while also reviewing and supervising work of Assistant Accountants.

Field Coordinator

National Research and Development Foundation (NRDF) *Peshawar, Pakistan*

10/2010 - 12/2012,

“Involvement of Religion Scholars in Polio Vaccination and Immunization” Community mobilization
And awareness rising through Religion Scholars for Polio eradication, **Funded by UNICEF**

EDUCATION

Master of Business Administration in Finance

IMS University of Peshawar

2007 - 2008,

Peshawar, Pakistan

Bachelor of Business Administration

IMS University of Peshawar

2003 - 2007,

Peshawar, Pakistan

TECHNICAL SKILLS

Microsoft Office Word, Excel, PowerPoint & Outlook

Accounting

Peach tree, Tally, QuickBooks & Oracle

PERSONAL INFORMATION

Date of Birth : 11-04-1984

Nationality : Pakistani

Marital Status : Married

Driving License : Valid UAE Light Vehicle Driving License

Visa Status: UAE Visit Visa

LANGUAGES

English

Urdu

Pushto

Arabic

REFERENCES

Available upon request.