



## CONTACT DETAILS

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## SKILLS

- Explorer of Microsoft Operating Systems, Ms Office Word, advance Excel, PowerPoint, outlook.
- Having knowledge of computers/ Mac Book in I.T, SAP Business One 9.3, QuickBooks, Tally ERP 9 & BRS & SDMS (Student Data Management) System).

## PERSONAL DETAILS

DOB: 03/03/1993

Nationality: Pakistani

Sex: Male

Marital status: Married

Language:

English, Urdu, Arabic

Passport No: AP3871832

Visa Status: Employment Visa

# ABDUL BASIT

## PROFESSIONAL SUMMARY.

Highly motivated and seasoned finance professional with 6 Years of experience in Accounts & Finance. Seeking a challenging position in a dynamic organization to contribute financial expertise toward fostering excellence in financial health of the organization.

### Accountant, AP/AR Accountant

- Handling General Ledger accounts up to finalization of Financial Statements.
- Managing Fund with cash collection, PDC & Available Bank Facilities.
- Posting, verification & approval of various Types of entries for Ensuring Control over all operations.
- Petty Cash (Disbursal & Collection), Preparing Cash & Bank Voucher, Preparing Invoices, Quotations.
- Applying all Classifications to get Control over Receivables & Payables.
- Maintaining all Proper Records of Assets, Liabilities and Provisions.
- Periodical Closing of Accounts and Preparation of Financial Reports.
- Maintaining Payroll for more than 40 employees, ensuring that all policies and procedure.
- VAT Calculation and submitting the payment as per FTA rules.
- Reports to Finance Department or Hand of Department.

## Education

- Master of Business Administration in Finance, in 2017- , University of Sargodha.
- Bachelor of Commerce in 2013, University of Sargodha.
- Intermediate in commerce in 2012, Board of Intermediate & Secondary Education, Gujranwala, Pakistan.
- Matriculation in 2010, Board of Intermediate & Secondary Education, Gujranwala, Pakistan.

## WORK HISTORY

### Al Sahari Garage L.L.C ( Dubai Uae)

#### Accountant

#### Currently Work

- Works as Accountant on cash counter.
- Dealing with customers.
- Preparing sales invoices.
- Worked as date entry.
- Prepare Payroll.
- Maintain Stock & Updated every week.
- Working as document controller.
- Prepare **MIS** report, cash fellow & **B/S** report.
- Production report & cost calculation.
- A/R & A/P

- Prepare Bank Reconciliation.
- Weekly report and monthly report.
- Vat Return Preparation & Filing.

### **Rotterdam Fragrance L.L.C ( Sharjha U.A.E )**

#### **Accountant**

**21/08/2020 to 20/01/2023**

**Posting all type of accounting transaction by using QuickBooks up to Date.**

Finalization like; Journal entries, Ledgers, Purchase/Sales invoices, Bank/Cash Reconciliations etc.

- Maintaining general ledger accounts for all projects under construction.
- Handling cash/Bank functions for all development/construction projects.
- Maintaining general ledger accounts for all projects under construction.
- Ensuring that all subcontractors and vendors meet all requirements of contract agreement prior to any payments.
- Maintaining and review of daily, monthly and yearly of cost and revenue for all construction projects and reports to assistant director finance.
- Managing the payments to contractors and suppliers.
- Making Purchase Order Processing Process for certain Customers and all Vendors.
- Updating all Proper Records of Assets, Liabilities and Provisions.
- Reports to Director assistant finance.

### **Gujrat Build Conting LLC — (RAK UAE)**

#### **Accountant**

**01/08/2018 to 18/05/2020**

- Handling day-to-day computerized accounting Work up to Finalization by using (SDMS) Student Data Management Systems.
- Posting Journal entries, Ledgers, Purchase Entries, Sales Entries, Bank Book, Cash Book etc.
- Preparing Bank Reconciliation Statement including students' fee reconciliation with bank collection account.
- Preparing documents reporting related to accounts such as bills, invoices, inventory reports, and student fee Reconciliations.
- Managing, negotiation and monitor all contracts, leases and relationships with external contractors.
- Co-coordinating and maintaining a list of approved contractors and suppliers to ensure best value.
- Maintaining all Proper Records of Assets, Liabilities and Provisions.
- Maintaining Payroll of college staff with all records.
- Advising the Board of Directors and its committees as required.
- Maintaining an orderly accounting filing system.
- Reports to Director finance.

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## **INTERNSHIP**

### **• ASKARI BANK Pvt. Ltd Pakistan (6 Weeks)**

Project Report based on Internship and research at Meezan Bank to get the results and deference b/w Islamic and conventional banking, products overviewsSWOT analysis of both banking sectors.

### **• Project of Ratio Analysis of Nishat Mills Ltd. Pakistan (6 Weeks)**

Pakistan project report based on social economic development and National Human Development Report (Pakistan) of United Nations.

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