

Muhammad Sajid Abbas

ACCOUNTS & FINANCE ACCOUNTANT

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Professional Summary

2016-2017	MAM Food Co LLC	General Accountant
2012-2016	Grand Mart Hyper Market LLC	Accounts & Finance Accountant
2008-2012	Khalid Siraj Textile Mills Ltd.	Assistant Manager Accounts
2003-2008	Kohinoor Textile Mills Ltd.	Payable Accountant
2001-2003	Rupafab Lt.d	Assistant Accountant



OBJECTIVE:

I intend to utilize my expertise in the field of **Accounting** along with my hard work, to come up with the best results for your organization. I seek to serve your organization with full dedication, diligence and honesty and to strive to achieve the targets on time. I have the ability to be committed to my job, meeting deadlines and achieving good result with strong Accounting skills and capable to relate myself at all levels.

QUALIFICATION:

- 2001 PGD in Computer Sciences Govt. modal Degree College, Lahore Pakistan
- 1999 B.COM (Accounts) University of the Punjab. Lahore Pakistan
- 1997 D.COM (Accounts) University of the Punjab. Lahore Pakistan
- 1996 C.COM (Accounts) University of the Punjab. Lahore Pakistan

AREA OF EXPERTISE:

- Financial Accounting
- Budget
- VAT
- Bank Reconciliations
- Receivables/Payables
- Fixed Assets Handling
- Inventory Control
- Letter of Credit
- Audit Facilitator

CAREER SUMMARY

Fifteen years of progressive experience in accounts in commercial and industrial Est.

GENERAL ACCOUNTANT:

MAM FOOD CO LLC. DUBAI. UAE. (FOOD MANUFACTURING)

DURATION: AUG 2016 TO JUL 2017

Working as a General Accountant (reporting to Manager Finance & Accounts) in Mohamed Aaly Al Maghrabi, **Mainly my job responsibilities include the following:**

- Maintain internal controls of purchase, Sales, Stores and Finance.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Maintains customer confidence by keeping financial information confidential.
- General Ledger preparation and managing monthly, Quarterly and Yearly closing.
- P & L Monthly, Quarterly and annual preparation.
- Consolidation of branch accounts.
- All types of reconciliations (debtors, creditors, Banks and Inter Company)
- Cash flow by considering bank balances, Inflow, Outflow & other routine expenses.
- Bank Guarantees and correspondence.
- Prepare staff Payroll and benefits.
- Leave Salary, Gratuity and Overtime preparation, expense provisions.
- Monitor Petty Cash and Purchasing Funds.
- Monitor Assets recorded in accurate group.
- Monitor Depreciation of assets, amortization of pre-payments and accrual of expenses.
- Maintain Lease agreements, PDP's rents for 20 Outlets.
- Maintain Turnover rent according to agreement.
- Monthly rent Allocation for prepaid rent.
- Dealing with various vendors/customers.
- Construction accounting (Contract, Expenses, variation in contract, retention & Outstanding).
- (ERP) Microsoft Dynamics AX R2 2012 implementation team member.

ACCOUNTS & FINANCE ACCOUNTANT:

GRAND MART HYPER MARKET LLC. DUBAI. UAE. (RETAIL STORE)

DURATION: SEP 2012 TO Jun 2016

Working as an Accounts & Finance Accountant (reporting to Manager Finance & Accounts) in Grand Mart Hypermarkets, **Mainly my job responsibilities include the following:**

- Maintain internal control procedures to facilitate and monitor accounting activities.
- Managing accounts receivables and payables.
- Monitor daily deposits to banks.
- Maintaining bank reconciliation statement.
- Handles depreciation of assets, amortization of pre-payments and accrual of expenses.
- Monitor stock and Inventory Control.
- Preparing Sales/Cost Analysis (Performance Report).
- Monitor In-house production recorded accurately.
- Dealing with various vendors/customers.
- Monitor purchase orders and relevant invoices.
- Monitors Visibility agreements, Promotion Supports and location rents.
- Ensure inter-Company transfers and replenishments are recorded in system.
- Handle petty cash & purchasing funds, collection of daily sales report & verify from branches.
- Be responsible for managing and running planned stock takes.
- Prepared Data for implementation of ERP database (Microsoft Dynamics AX -2012 R2).
- Member of the team who facilitated opening of new branch in Al-Ain.

MICROSOFT DYNAMICS AX ERP IMPLEMENTATION

Member of the team for implementation of new ERP software (Microsoft Dynamics AX 2012 R3) in the retail supermarket.

Modules:

- Purchase Module (Three way matching)
- Inventory Module (Weighted Average)
- Payable Module (Cash, PDC, Invoice matching)

ASSISTANT MANAGER ACCOUNTS:

KHALID SIRAJ TEXTILE MILLS LTD. LAHORE, PAKISTAN

DURATION: MARCH 2008 TO JUNE 2012

Worked as Assistant Manager Accounts & Finance (reporting to Accounts Manager & Finance) in Khalid Siraj Textile Mills Ltd., (A **Textile public limited company (Compound Group)**, leading manufacturer and distributor of Grey Fabric, products having turnover of above Rupees 4.8 Billion/annum).

- Maintain internal control procedures to facilitate and monitor accounting activities.
- Preparation and analysis of quantitative/stock reconciliations and inventory management.
- Support to seniors for Monthly / quarterly accounts preparation.
- Preparation of Aging reports of receivables, payables, and stock.
- Chasing outstanding customer accounts.
- To manage of Account Receivables and Payables to ensure recoveries from debtors.
- Resolution of invoice queries including credits.
- Preparation of Letter of Credit document.
- Preparation of Annual Budget.
- Preparation of monthly reconciliations related to all accounts.
- Dealing with Petty expenditures.
- Preparation of monthly reconciliations related to all Banks.
- Dealt with bank in respect of deposits and withdrawals.

PAYABLES ACCOUNTANT

KOHINOOR TEXTILE MILLS LTD. LAHORE, PAKISTAN

DURATION: JUNE 2003 TO FEB. 2008

Worked as Payable Accountant (reporting to Manager Accounts & Finance) in Kohinoor Textile Mills Ltd., (a **Textile public limited company (Compound Group)**, leading manufacturer and distributor of Grey Fabric

- Compares and controls suppliers' invoices and credit notes with all related docs (P.O, Invoices and GRN).
- Ensures that purchases are duly authorized and approved by the concerned officials.
- Ensures that receiving procedures for suppliers are followed and invoices are signed by the concerned.
- Ensures the correct accounts allocation of different expenses are indicated on each invoice.
- Prepares and executes the posting to the accounts payable subsidiary ledger as required.
- Prepares the payment of supplier invoices according to credit terms.
- Reconciles the supplier statements against invoices and solves discrepancies by concerned departments.
- At month-end, verifies with the Cost Controller, that the total purchases of goods tallies with the invoice.
- Controls, verifies the petty cash re-imbursments, that all documents are properly filled in and approved.
- Reviews with cost controller/purchasing department all open purchase orders at month-end.
- Investigates all invoices received without purchase orders and notifies his supervisor.
- Carries out other duties that may from time to time be assigned to him by the Manager/GM of Acc. /Fin.

ASSISTANT ACCOUNTANT:

Rupafab Ltd. Lahore, Pakistan

Duration: November 2001 to June 2003

Worked as an Assistant Accountant (Assist to Senior Accountant) in Rupafab Textile Mills Ltd. (a **Textile dyeing limited Co**), leading manufacturer and distributor of Grey Fabric

- Support to seniors for preparation of Accounts Reports.
- Material Issued and received reports and entry.
- Issuance of delivery Order Purchase order and Gate Passes.
- Preparation of Petty Cash Vouchers.
- Provide assistance to the payable accountant in processing payments.
- Proper coordination with the project/account managers with regards to disputed invoices.
- Evaluated accounts payable documents and ensures that all matched.
- Scrutinized invoice for accuracy and researched invoice issues.
- Responsible to assist for the accuracy and timely process of weekly payment run.
- Managed vendor checks and filed paid invoices.
- Maintains record of ready checks for collections and checks released on daily basis.
- Assists on accounts reconciliations on monthly basis.

SKILLS:

Computer:

Well conversant with Microsoft Office Tools and Microsoft ERP Accounting software.

- Microsoft Office 2012-2010-2007 (V/H lookup, Macros, Conditional Formulas/Formation, Filter, Groups, Pivot)
- ERP Microsoft Dynamics AX 2012 R2
- Oracle Financial
- Focus - Tally-9 - Quickbook
- Lotus Notes (Electronic Mail Software)
- Windows Operating Systems
- Installation & Trouble Shooting

LANGUAGES:

- English- Urdu/Hindi - Punjabi

DEVELOPED ABILITIES:

- I am a team player having ability to move and guide the team to right direction.
- I have ability to quickly adapt myself with the working environment of a new organization.
- I am able to perform my work with true commitment and honesty and produce good results.

PERSONAL INFORMATION:

- Date of Birth 04 April 1979
- Nationality Pakistani
- Passport No. DP1011952
- Visa status Immediately Available