

OBJECTIVE

Seeking a career to utilize my knowledge and personal skills to gain a comprehensive understanding at a reputed organization to take responsibility and contribute significantly.

PROFILE SUMMARY

A dynamic and multitalented professional with exceptional financial knowledge and an MBA.
Experience in all the financial aspects and policy for business aspects.
Expert in the implication of new financial policy for new business development.
Excellent in utilization of all resources.

EXPERIENCE

Dome Real Estate Development Company

Nov 2023 - Present

Working as Procurement & Accountant

- Salary Calculation and prepare for Bank transfer.
- Transfer Payroll Bank transfer & other Supplier payment transfer from Bank.
- End Of Services Calculation.
- Journal Entries for Salary Accruals, EOS Accruals, Ticket and Vacation Accruals.
- Managing financial reports, records, and accounts
- Conducting billing processes
- Maintaining the general ledger
- Managing all kinds of payments to the supplier
- Post transactions and categorize records in the general ledger (e.g. by assets, liabilities, and expenses)
- Reconcile bank statements.
- Report to the Accounting Manager and work to improve financial processes.

ABNA ABDULLAH TURKI AL DHAHYAN CONTRACTING

Oct 2018 – Oct 2023

Working as Procurement Coordinator

- Assemble and review invoices to be completed for payment.
- Maintain copies of vouchers, invoices, or correspondence necessary for files
- Obtain proper information and data regarding invoice payments.
- Verify invoices against purchase orders and ensure goods or services were received before issuing payment to vendors.
- Processed all purchase order invoices and work payment issues with suppliers and Colonial Staff to resolution.
- Expedited open purchase orders and provided status to project managers.
- Contacted suppliers to obtain timely submission of engineering data and to follow up on the material.

Skills

Computer Skills

Computer
Fundamentals
Win 2000, XP, 7, 8
MS Office
Internet & Email

Computer Finance

ERP Microsoft
dynamics 365
Smacc Accounting

Interests

Accountant
Administration
Banking & Finance
Credit
Management

- Coordinated with planning and scheduling, field material coordinators, or job site project expeditors and construction to establish priorities, sequenced and required delivery dates, and instructed suppliers.
- Confirmed receipts and installations of purchase items, tracked material changes and managed the disposal at the end of the lifecycle.
- Tracked and reported on the status of all requisitions throughout the procurement process, including when items are received and when payment can be authorized.
- Created and maintained all inventory records, updating records.
- Gathered all supporting documentation and pursued outstanding.
- Reconciled and balanced all outstanding encumbrances for purchase.

Njoom Arena Trading

Sep 2016 – Sep 2018

Working as an Assistant Accountant

- Perform daily transactions bookkeeping.
- Perform daily updates of the transactions on the accounting software.
- Generate monthly expenses/revenues reports.
- Track project expenses and revenues.
- Track POs and Invoices per payment terms.
- Maintain the balance of all key accounts and suppliers.

Njoom Arena Trading

Oct 2015 - Aug 2016

Working as Logistics & Assistant Operation Manager

- Management of office equipment
- Maintaining a clean and enjoyable working environment
- Handling external or internal communication or management systems
- Managing clerical or other administrative staff
- Organizing, arranging, and coordinating meetings
- Sorting and distributing incoming and outgoing posts.
- Processing daily order
- Handling all communication logistics about incoming and outgoing shipments

CERTIFICATION

Logistics and Supply Chain Management

OTHM Level 7 Diploma in Logistics and Supply Chain Management

23-Aug 2024

- Inspire Institute of Technologies Pakistan (IITP)

NEBOSH

11-JAN 2023

- INTERNATIONAL GENERAL CERTIFICATE IN OCCUPATIONAL HEALTH AND SAFETY

OSHA Academy (Occupational Safety and Health Training)

- Safety and Health Committee/Team Member
- Occupational Safety and Health Specialist

02- Apr 2014

EDUCATION

MBA (master's in business administration) Finance

2009 – 2013

Comsat University, Islamabad Pakistan

B.COM (Bachelor of Commerce)

2007 – 2009

University of Peshawar, Peshawar

References

Will be provided on demand.