



MUBASHIRA NOOR

Accounts Assistant Manager

Experienced professional with excellent communication and problem-solving skills with 7 year of UAE experience. Proficient in all aspects of accounts & finance, including administration & operational management, staff supervision, & policies compliance,

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📍 Elite 10 Sports Residence, Dubai, United Arab Emirates

WORK EXPERIENCE

General Accountant

Chang Hong Electric Middle East Fze

09/2018 - Date

DUBAI - FZE

Chang Hong established in 1958, Chang Hong has been developed as the largest tv production base in china known as the "king of color TV of china" with over 55 year's development, Chang Hong has been shaped as a comprehensive, multinational corporation and has a portfolio of over 90,000 employees across the world.

Achievements/Tasks

- Supervise staff in operations such as account management, financial operations, and stock other bank functions.
- Reconcile financial discrepancies by collecting and analyzing accounts information
- Provide financial information to management by researching and analyzing, accounts data: preparing reports
- Ensure all reporting is performed accurately & in a timely manner.
- Responsible for financial audit, reconciling bank statement, and ensuring financial records are accurate throughout the year
- Maintain accounting control by preparing and recommending policies & procedure
- Checking of accurate data for tax return VAT and Quarterly submission of Vat return file to FTA

Assistant Accounts Manager

AFRICANO SHIPPING LLC

02/2014 - 03/2018,

DUBAI, UAE

Africano shipping is one of the expert shipping company in full-integrated shipping & logistic services in Africa, their core business is door to door logistic services.

Achievements/Tasks

- Responsible for all financial reporting, profit & loss, balance sheet, cash flow
- Identify loopholes and recommend risk aversion measures and cost saving
- Responsible for year-end reports, and closing of accounts
- Liaison with external auditors for audit purposes and to prepare necessary reports and maintain open communication with management & audit committee
- Coordinate with shipping and logistic team to close the shipments files.
- Bring down accounts receivable aging from 50 to 30 days through strict compliance of credit term.

Accounts Officer

Wah Nobel Group of Companies

03/2007 - 02/2014,

Rawalpindi, Pakistan

A Joint venture between the wah industries limited, Saab Sweden, and Almisehal Co Saudi Arabia, founded in 1962 engaged in production of chemical explosives/Accessories wide range of industrial chemicals and acetates and has a presence in the energy sector

Achievements/Tasks

- Responsible for bank reconciliation, accounts receivable & payable reconciliation
- Coordination with bank regarding day-to-day operation and for transfer of funds for tax payment and funds transfer to clearing agents for clearance of imports.
- Follow up overall procedure for timely payment to vendor
- Prepare different reports for management analysis and prepare forecast of payments for funds management.
- Responsible for internal audit for all expenses, adjustments, accounts payable and receivable, all accrued expenses and employees advance etc

SKILLS

Managerial Skill

Active Listening

Team worker

Relationship Building

Effective Communication & Negotiation Skills

Competent in using software, SAP, Quick Book, Tally

STRENGTHS

Adaptable

Sociable

Self-Motivated

Goal-Oriented

Motivator & Leader

Flexible

ACHIEVEMENTS

Procedure and system developed, and implemented for Vat 2018

Employee of the Year award 2018

EDUCATION

MASTER OF BUSINESS ADMINISTRATION (MBA)

Allama Iqbal University

02/2007 - 12/2010,

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

UNIVERSITY OF PUNJAB

03/2002 - 05/2004

LANGUAGES

English

Full Professional Proficiency

Urdu

Full Professional Proficiency