

Syed Muhammad Danish

Accountant

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📍: Dubai, UAE



CAREER OBJECTIVE

To work in an organization where I am encouraged and motivated to welcome challenges and contribute my knowledge and skills, as well as taking the opportunity to learn from others in order to achieve the organizational goals.

EXPERIENCE SUMMARY

Organization: Pak Pap (Pvt). Ltd

Designation: Accountant

Tenure: Feb-18 to Dec-21

Worked as an “**Accountant**” in **Pak Pap (Pvt). Ltd** group of companies.

My job responsibilities include the following:

- ❖ Post and process the journal entries to make sure that all transactions have been recorded.
- ❖ Update the accounts receivables on a daily basis and issue invoices
- ❖ Update the accounts payable on a daily basis and perform reconciliations
- ❖ Updating financial records via accounting software
- ❖ Reconcile and schedule the payments of Vendor Accounts
- ❖ Prepare Bank Reconciliation.
- ❖ Prepare Receipts and Payments Voucher
- ❖ Handing daily petty cash book.
- ❖ Complete handling with Banks for LC & Contracts opening & resolve discrepancies
- ❖ Prepare all P.O (Purchase Order) and GRN (Goods Receipt Note)
- ❖ Follow up with suppliers for copy documents
- ❖ Track the shipment through shipping line web or follow also with clearing agent
- ❖ Preparing duties pay orders on arrival of vessel
- ❖ Preparation of LC Summary (Cost Sheet)
- ❖ Assist the team in the preparation of balance sheets, income statements and other financial statements.

Worked as an “**Inventory Controller**” in **Pak Pap (Pvt). Ltd** group of companies.

My job responsibilities include the following:

- ❖ Oversee inventory and supply chain management according to company guidelines
- ❖ Perform critical inventory tasks to ensure the correct amount of items are in stock
- ❖ Maintain updated and accurate records of inventory, including transfers and cycle counts
- ❖ Using in FIFO , LIFO and weighted average method according to product supply cycling
- ❖ Review documentation and monitor product codes to search for discrepancies; troubleshoot quantity discrepancies between stock and records
- ❖ Develop and implement improvements to existing operational procedures in order to maximize efficiency and cut operations costs
- ❖ Prepare, generate, and file financial inventory reports; review reports monthly with management
- ❖ Manages all incoming, stock, and outgoing product counts.
- ❖ Keeps daily detailed records of all inventory levels.
- ❖ Manages and maintains inventory location and organization in supplies
- ❖ Keep track of inventory levels from incoming and outgoing orders.
- ❖ Performs monthly cycle counts of entire inventory.

Organization: **Al-Ashar Enterprises**

Designation: **Assistant Accountant**

Tenure: **July-16 to Jan-18**

My job responsibilities include the following:

- Prepare Bank Reconciliation.
- Maintain & Reconcile Purchase & Accounts Payable Ledgers
- Reconcile and schedule the payments of Vendor Accounts
- Prepare Receipts and Payments Voucher
- Checking LC & Contract opening as per Proforma Invoice Terms
- Checking Custom Duties
- Maintenance of Import Register

SOFTWARE SKILLS

- Accounting software- **Busywin**
- Other Software - **MS Excel, MS Word, MS Office**

EDUCATIONAL QUALIFICATION

— **B.Com** Graduation from University of Karachi 2017

PERSONAL DETAILS

Date of Birth : 04-January-1987
Nationality : Pakistani
Visa Status : Visit Visa
Marital : Married
Passport No & expiry : FM5175211
Passport Expiry : 17-January-2023
Languages known : English, Urdu

DECLARATION

I hereby declare that the above-mentioned details are true to the best of my knowledge and belief.