

# Muhammd Amir

## SENIOR ACCOUNTANT

Experienced Senior Accountant successful at cultivating effective working relationships at all levels while driving improvements to budget administration, expense tracking and forecasting of future financial needs. Proven track record of performing work ethically while maintaining integrity of all financial data.



## Contact

### Address

SHARJAH, UAE 231117

### Phone

+971-55-3340970

### E-mail

amiracma786@gmail.com

## Skills

Proficient in using, Tally 9

Certificate in Advance excel

Financial statement review

GAAP proficiency

Tax law understanding

Account updates

General ledger accounting

Annual reports

## Work History

2014-07 -

Current

### Senior Accountant

*Al Shejoun Furniture Ind, SHARJAH*

#### Job Description:

- Prepare and review financial statements, including balance sheets, income statements, and cash flow statements. Ensure accuracy and compliance with accounting standards and FTA rules.
- Analyze financial data to identify opportunities and cost saving to help management for better decision.
- Maintain and reconcile the general ledger accounts. Ensure all financial transactions are recorded accurately and timely.
- Preparing cash flow statement and managing funds for PDC's
- Prepare of aging reports for receivable and payable.
- Reconcile and resolve disputes with vendors and customers for smooth running of operations.
- Meeting, visiting and negotiating with customers and vendors.
- Coordinate with Banks Manager, familiar with online banking, TT, Manager Cheque and negotiate exchange rates.
- Prepare Bank reconciliation statement.
- Monitor and control expenses, review and approve expenditure requests of departments.
- Determine the costs of each order and evaluate the profitability, including direct and indirect costs.
- Allocation of indirect costs based on appropriate allocation methods, ensuring fair and accurate distribution.

Tax accounting  
specialization

Budget Analysis

Cash Flow analysis

Forecasting

## Languages

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Arabic

English

Urdu

2012-01 -  
2013-11

- Prepare and file vat tax returns, ensuring compliance with tax regulations.
- Assist with internal and external audits, including liaising with auditors, providing necessary documentation.
- Handling petty cash and deal with exchanges for multi-currency.
- Administrative the admin and PRO tasks assigned time to time.

### Accounts Executive

*PAKSON International Plastic Industries,  
GUJRANWALA*

- Maintain all Suppliers ledger Accounts (Supervision & Preparation of Purchase Journal voucher, Cash voucher, Coding and Posting in Accounting Software).
- Managing the Accounts Payable by ensuring supplier's payment on time & Tax deduction, supplier balance reconciliation, regular review of aging report and timely monthly closing of accounts payable.
- Managing Accounts Receivable by ensuring receipt on time by review and analysis of aging report.
- Assist and support external Audit team in evaluating and assessing the accounting systems.

## Education

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### **CIMA: Diploma in Management Accounting**

*Chartered Institute of Management Accountants*

### **ACMA (Cost & Management Accountant)**

*Institute of Cost & Management Accountants of  
Pakistan – Pakistan*

### **CPA: CERTIFIED PUBLIC ACCOUNTANT**

### **B.Com: Bachelor in Commerce**

*Punjab University – Pakistan*