

## **ADNAN ZEB**

**MBA FINANCE WITH SEVEN YEARS EXPERINECE**

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### **Career Objectives:**

Obtain a challenging leadership position applying creative problem solving and to apply management skills with a growing company to achieve optimum utilization of its resources. Utilize my knowledge at my best to expand my exposure while serving in one of the best organization to establish long-term relationship.

### **Skills:**

- Bookkeeping
- Cash flow forecast
- MS Office specially Excel
- Financial statements analysis
- Accounting
- Bank Reconciliation
- Outlook
- Good communication & Interpersonal skills
- Budgeting
- Decision Making
- Project wise budgeting

### **Proficiency In:**

Tally ERP, QuickBooks (Desktop & Online Base), Oracle ERP Financial( Basic Level ), Boss and Custom-made accounting software

•UAE Driving License

### **PROFESSIONAL EXPERIENCE:**

#### **1) Meraki Production LLC / Michelle Hay Event Management Dubai U.A.E**

##### **Accountant (Nov. 2021-Sep 2024 )**

- Preparing bank reconciliations
- Dealing with clients regarding payments
- Issuing payment by checks and online transfer in service provider accounts
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents and reports
- Maintain system of accounts and keep records on all company transactions and assets
- Reviews Accounts Receivables/Payables and weekly payment runs
- Processing entries, adjustments, transactions for finalizing.
- Preparing and analyzing financial statements
- Preparing invoices for clients and follow up for payments
- Weekly payment from Bank to Supplier
- HR Activities (Payroll processing, WPS , Bonuses, Airways Tickets )

#### **2) Mardan Travels Dubai U.A.E**

##### **Accountant (May 2020 – Nov 2021)**

- Preparing banks reconciliation, deposit of cash and checks in company several bank accounts,
- Issuing payment by checks and online transfer in service provider accounts
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents and reports
- Maintain system of accounts and keep records on all company transactions and assets
- Reviews Accounts Receivables/Payables and monthly payment runs
- Processing entries, adjustments, transactions for finalizing.
- Preparing and analyzing financial statements
- Preparing invoices for clients and follow up for payments

**VAT Filling:**

- Providing accounting and clerical support to ensure that financial transactions comply and of the VAT regulations.
- Preparation, validation, and submission of quarterly VAT returns.
- Handle VAT reporting (payables and receivables). Ensure collections and payments are done in line with UAE regulations.

**3 MTBC Inc. (NASDAQ Listed) | Islamabad, Pakistan*****Accounts Officer in Treasury Dept (June 2018-Feb 2020)***

- Preparing bank reconciliation, recording of receipt in accounting software and payment to vendors by different mode of payments i.e Online checks, Credit Card, ACH
- Recording of vendors' invoices, approval form concerned authority before sending listing to treasury team for payment, payable aging report for prompt payment to vendors to avoid late payment charges and recording of payment after receiving payment confirmation to vendor from treasury team
- Sending invoice to customers, extracting customer aging report to identify and report long outstanding balances.
- Applying payment check or other receipt on outstanding invoices.
- Locating supporting documents and maintaining database for audit purposes.
- Updating new clients in the system as well as maintaining records for any changes to customer database.

**4 Vincraft Furniture LLC Dubai International | Peshawar, Pakistan*****Assistant Accountant (March 2017-April 2018)***

- Making journal entries project wise for both ongoing and completed project.
- Preparing budget for project and for our office expenses.
- Price Comparisons of various products of different vendors, and Preparing Client Quotations (Using Excel)
- Maintain employees' attendance & submitting it to Dubai office
- Project hunting from various countries i.e UAE , Qatar, Oman
- Dealing with Vendors from different countries i: e Italy, Germany & UAE etc.

**5 Zeb Fortune Private Limited Company | Rawalpindi, Pakistan*****Customer Relationship Manager (Jan, 2016- Feb, 2017)***

- a. My main responsibility was to deal with foreign customers in UK.
- b. Collecting data from customers and analyze that data to take action for customer satisfaction.

**Research Work:**

I have done Research Thesis for final Degree requirement. My research Topic was 'Impact of Dividend payments on Firms Earnings: Evidence from Pakistan Stock Exchange (PSX).