



KAMRAN YOUSAF

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Visa Status: Employment Visa

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OBJECTIVE

To start my management career by joining a well settled and highly professional organization and grab good career advancement through large efforts and innovative work techniques.

I have more than 7 years of experience including more than 2.5 years of U.A.E. which base on Accounting, Finance, Audit and Taxation within Electronics , FMCG, Textile manufacturing and Chartered Accountants Firm.

I am good team player as well and have sound skills of software like Oracle, QuickBook, SAP Business One, Orion, Tally.PeachTree, Ms. Office.

CAREER RESPONSIBILITIES

Financial Analysis, Reporting and Budgeting

Financial and MIS reporting of monthly, annual accounts.

Preparing budget vs. actual variance reports.

Fixed Assets & Payroll

Maintain fixed asset register and ensure proper accounting treatment for **5 entities in UAE and overseas entities in Oman, Egypt**. Prepare and disburse monthly staff salaries, end of services and expenses.

Accounts Receivable, Payable & Reconciliation

Supervise A/R, A/P and reconciliation of ledger balances.

Process bank payments, issuing cheque, and settle credit card payment.

Supervision of collections, bank deposits, ageing analysis and controlling.

Monthly reconciliation of banks, deposit/guarantee accounts and TR facilities.

Consolidation of group accounts and intercompany reconciliations.

Ensure completion of the group's documentation with respect to intra-group transactions.

Order Costing and Inventory

Checking of export order pre-costing

Finding variance in export order actual profit vs. pre-costing profit

Monthly valuation of inventory with respect to physical stock count

Costing of material and preparation of GRN in the system

Audit & Taxation

Conducted statutory audits of listed / unlisted entities in Pakistan

Evaluation of internal control processes and recommending improvement thereon

Coordination with external auditors for annual and interim audit.

Submission of monthly / annual Income tax returns in Pakistan

Submission of periodical tax returns for the companies.

EDUCATION

Chartered Accountant – Finalist (4 papers remaining)

Institute of Chartered Accountants of Pakistan

2013 – Continued

Chartered Accountant – Intermediate

Institute of Chartered Accountants of Pakistan

2010 – 2013

Graduation

Government College University of Faisalabad, Pakistan

2014 – 2015

WORK EXPERIENCE

General Ledger Accountant

08/2018 - Present

Nikai Group of Companies – Multinational company deals in trading of Electronics & Home Appliances, FMCG Goods, Logistics & IT Services located in Dubai, UAE.

- Analyzes and reports on monthly balance sheet and P & L fluctuations.
- Consolidation of group accounts and performs intercompany reconciliations.
- Performing intercompany reconciliation of **5 entities in UAE and 4 overseas entities**.
- Prepares journal entries related to revenue based expenses, provisions, accruals, payroll, prepaid etc.
- Monitor staff loan accounts and record monthly staff salaries and end of services.
- Monthly reconciliation of banks, deposit/guarantee accounts and TR facilities.
- Supervision of collections and payments and preparation of reconciliation.
- Preparing and filing of VAT returns for UAE based entities in collaboration with VP Finance.
- Recording business transactions through telegraphic transfers, payments through LC, utilities, and credit cards.
- Maintain fixed asset register and ensure correct recording of transactions and completeness of records.
- Coordination with external auditors for annual and interim audit, provide required information.
- **Standardized reporting system of expenses** with the help of IT team that resulted in a time savings of approximately 3 days per month.
- **Improved tracking report system of Turnover discount** for Electronics / FMCG division and achieved a control on actual vs. provision amount of Turnover discount.

Accounts payable Executive

02/2018 – 08/2018

Nikai Group of Companies – Multinational company deals in trading of Electronics & Home Appliances, FMCG Goods, Logistics & IT Services located in Dubai, UAE.

- Processed 10,000+ supplier invoices for payment in 6 months and ensured payments as per payment terms for 200+ vendors and 5 entities in Nikai Group.
- Reconciled AP accounts (Accruals, in-transit and payments) cleared aged open items > 30 days.
- Prepared, processed and recorded government payments through virtual corporate cards with 100% accuracy.
- Conducted AP TB analysis on weekly basis, including debit balance accounts and prepayment accounts.

Senior Financial Analyst

11/2016 – 12/2017

Arshad Group of Companies – Being the leading manufacturer and exporter of grey, processed, fabric, made-ups and garments from three (3) decades, Arshad group has production units of Printing, processing and stitching and has customers in markets of USA, Canada, Europe and Gulf region.

- Prepared monthly management accounts and analysis and annual financial statements as per International Financial Reporting Standards (IFRS).
- Conducted monthly valuation of raw material and finished goods.
- Finalization of export orders pre-costing and getting approval from CEO.
- Variance analysis of export orders shipments.
- Supervision of payment to creditors and receipt from customers.
- Supervision to monthly bank reconciliations and calculation of finance cost on facilities with banks.
- Responsible for Employees Provident Fund Trust correct recording of all payments and receipts, finalization of annual accounts and audit of Trust.
- Filing monthly income tax returns, annual income tax returns and working for income tax notices.

Auditor / Senior Auditor

05/2013 – 11/2016

Nexia International-Riaz Ahmad & Co. (Chartered Accountant Firm) – Successfully conducted statutory audits of renowned organizations from **Financial, Manufacturing, and Government Sectors of Pakistan**, including Punjab Cooperative Bank, Zarai Taraqqiati Bank Limited, Arshad Group of Companies, Masood Textile Mills Limited, Crescent Textile Mills Limited, Faisalabad Garment City Company, Shakarganj Sugar Mills Limited, Kamal group of Industries, Education and Vocational Training Institute of Pakistan.

- Managed, planned, reviewed and executed financial audits of various Manufacturing and Service concerns.

- Managed and supervised various accounting related matters in analysis of financial statements for compliance of local statutory requirements and International Financial Reporting Standards (IFRS).
- Analyzed the systems of internal controls both manual and computerized and suggested recommendations for improvement. Finalized audits in compliance with statutory requirements.
- **Proved the ability to handle some of the biggest clients** of Riaz Ahmad & Co. even at the initial stage of job.

COMPUTER SKILLS

- **Accounting software:** Oracle, Microsoft Dynamics, SAP, Quickbooks, Peachtree, MS Office

**COURSES/
TRAINING
UNDERTAKEN**

VAT Implementation training
IFRS/ IAS
Peachtree, Tally ERP, SAP, C++
Microsoft Excel

LANGUAGE SKILLS

English: Fluent
Urdu/ Hindi: Fluent
Arabic: Working knowledge

**PERSONAL
DETAILS**

Date of Birth: 22nd July 1990
Nationality: Pakistani
Marital Status: Married
