



BAQAR KHAN (B.Com and CPA Certification Attested)

10+ years Experience in Accounting, Finance, Audit, Import & Procurement

Visa Status : **UAE Visit visa valid up to 30 Oct 2023**
Current Resident : **Dubai United Arab Emirates**
Email : baqar.uae@gmail.com
Contact UAE - Dubai : **+971 52 9846678**
Contact Pakistan : **+92 315 2132120**
Nationality : **Pakistani**
Gender : **Male**

Executive Summary

- Good communication, Adaptability, analytical, leadership, organizational, & time management skills
- Good accounting and finance working knowledge and confidently present report to the management
- Good Knowledge Procurement purchasing materials effectively communication and negotiation with suppliers
- Capable of resolving multiple and complex issues and strong leadership skills
- Responsible **Accounts Payable, Receivable** and billing position and updated SOA – statement of A/c
- Summarizes current financial status by collecting information; **preparing Financial Reporting**
- Good uses in **MS Office, QuickBooks, Peachtree, Tally ERP, POS, CRM, and quick software Lerner**
- Flexibility built my personality and **I can do team work** in good manners respectfully
- Recognized for professionalism, **positive mental attitude**, commitment to excellence, and ability to communicate interact effectively with senior management, associates, and customers
- **Good working in Bookkeeping**, Forecasting, Sales / Purchase Registers/local & Foreign Purchase order / Costing / Bank Reconciliation/ Inventory, **/Funds Flow/ Cash Handling/** Fixed Asset & Depreciation / Ageing Reports/ **BID Bank Guarantee** / Import system LCs opening / Budgeting / Payable Receivable corporate reporting / Payments Documents verifying /Administration/ Procurement handling.
- Accounting data and financial documents verifying /investigation /reconciliation filtered and sorting
- Strong in customer recovery and sound financial judgment, and be assure confidential financial data

Areas of Expertise

- | | | |
|---------------------------------|-----------------------------|---------------------------|
| • Account Payable Receivable | • General Ledger Accounting | • Chart of Accounts |
| • Account & Financial Reporting | • Budgeting & forecasting | • Cash flow Statement |
| • Account Finance Analysis | • Internal controls | • Cash Management |
| • Import System Procedure | • Collection / Recovery | • Inventory Management |
| • Account Reconciliation | • Profit and Loss Statement | • Project Management |
| • Ageing Reports & Schedules | • Bookkeeping | • A/c Bank Reconciliation |
| • Verify Payments & Vouchers | • Correspondent & Drafting | • Procurement & Admin |

Professional Experience

1. **Company Name** : **Anatah Group (Ownership in Dubai - Abdul Aziz Dhama)**
Designation : **Senior Accountant**
Duration : **From May 2019 to Jun-2023**

• Overseeing all accounting transaction import / export and prepare the management report also reconcile banking transaction online TT and bank guarantee and others
2. **Company Name** : **Dubai National Insurance and Reinsurance PSC – Al Habtoor Group Dubai**
Designation : **General Accountant**
Duration : **From May 2017 to Mar-2019**



Job Description

1. VAT calculation and up to date the register and liaise with supplier and customer
2. Maintains general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property, and operating expenses, and insurance records.
3. Calculating insurance claims payments, premium, and other figures using software oracle
4. Coordination with insurance brokerage regarding balance payment and reconciliation the Statement of A/c.
5. Bank reconciliation statement of account in different currency AED USD EURO
6. Comply with financial policies and regulation, manage all accounting transaction and ensure timely bank payments reporting auditing financial transaction and documents compute as per corporate policies
7. Verify the documents P.O /RV/PV/CV/PR/ bank guarantees / petty cash

3. **Company Name** : PHARMA MEDICAL EQUIPMENT TRADING L.L.C Abu Dhabi UAE
Designation : Sr. Accountant
Duration : From Jan 2014 to Mar-2016



Job Description

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- **Controlling Financial, Accounting and procurement activities** and timely preparation financial reporting.
- **Account Receivable Payable** daily reconciled and maintain debtors and creditors Statement of Accounts.
- Preparing Ageing Schedules and follow up regarding payment.
- Process payment after verifying documents and approval by the authorities.
- Daily up to date the corporate book and bank book in different **currency USD AED EURO**.
- Daily posting financial and accounting transaction into general ledger of account and updated trial balance.
- Preparation invoices, vouchers, LPO-FPO Local and international purchase order, Credit, Debit Notes, bank letters and also preparing financial documents.
- Perform import / export logistics tasks as assign by management
- Perform procurement and purchase responsibilities
- Liaise with bank and customer regarding L/Cs payment, amendment, and discrepancies
- Preparing and process monthly payroll through WPS.
- Monthly prepare sales team target achievement report
- Charges monthly depreciation on fixed asset by using straight line method.
- Perform administrative and H.R task if assign by management.

ACHIEVEMENTS

- I recovered **€1.5 million** in outstanding debts from clients.
- Implement Accounting System in the year of 2014.

4. **Company Name** : Medinet Pharmaceutical Private Limited (German Based)
Designation : Sr. Executive Finance & Accounting
Duration : From Jan 2009 to Dec 2013



Job Description

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- **Controlling Financial, Accounting and procurement activities** and timely preparation financial reporting.
- **Account Receivable Payable** daily reconciled and maintain debtors and creditors Statement of Accounts.

ACHIEVEMENTS

- Received the 'Best Employee of the year' Awards
- Acted as the most trusted and skilled point of contact for all internal cash management inquiries.
- Implement Administration System as assigned by CEO.

Company Name : Medinet Pharmaceutical Private Limited (German Based)
Designation : Accounting & Finance Officer
Duration : From Jan 2007 to Dec 2008



Education & Certification

- B.Com - Bachelors Degree in Commerce from University of Karachi (Attested by UAE Embassy)
- CPA – Certification in Public Accounting - (Attested by UAE Embassy)
- Diploma in Computer Application Software's
- **Audit and Accounting** Certification – from M.I. Company (USA Based Partnership)

Languages

- English : Speak Read Write
- Urdu : Speak Read Write
- Hindi : Speak
- Arabic : Speak and Read Basic

References

Promptly will be provide upon requisite