

UMAR HAYYAT

CIMA, CPA

SUMMARY

Professional qualifications in accountancy; CIMA and CPA. Analytical, problem solving and organizational skills. Oral and written communication skills with the ability to communicate at all levels. Good business ethics, ability to work in a team as team member as well as team leader. Ability to work in a fast paced and dynamic environment with having experience of multi-cultural and multi-currency environment in number of industries.

WORK EXPERIENCE

More than 6 years working experience in multiple industries, includes accounting & auditing, taxation, consultancy, FMCG, restaurant, trading, real estate, pharmacy, contracting and engineering.

Sep 19 – Cont.

FINANCE AUDITOR

Naeim Al Qutto Auditors Bureau, UAE

- Auditing financial statements and reporting
- Reconciliations of statements/accounts
- Internal audit and risk management
- Stock taking and inventory management
- HR solutions and marketing campaign
- Complete accounting from bookkeeping to finalization of the accounts
- VAT management and consultancy
- Third party balance confirmations
- Managing PDCs, accounts receivable, accounts payable and funds

Dec 17 – Sep 19

ACCOUNTANT

Majarah Building Contracting, UAE

- Budgeting and forecasting
- Project costing and profitability
- Manage and monitor receivables and payables
- Monitor the trends in and variations in accounts
- Finance and payroll management
- Liaison with legal advisors and public departments, suppliers and banks

Sep 14 – Jan 17

ACCOUNTS ASSISTANT

Parwaz Engineering Private Limited, Pakistan

- Accounts receivable and accounts payable management
- Managing petty cash and expenses
- Managing bank transactions
- Liaison with tax authorities
- Monthly salaries preparation and disbursement of salaries
- Monitoring marketing campaigns and expenses
- Monitor the trends in and variations in accounts Work

CONTACT

EMAIL: umr.hyt.pk@gmail.com

Mobile Phone: 055 - 170 2304

SKILLS

Personal

Experienced
Focused
Pressure Handler
Multi Tasking
Team Player

Technical

QuickBooks
Xero
F5
Zoho
Accpac (Sage 300)
PeachTree
Tally
General Ledger (SQL)
SMART
MS Excel
MS Word
MS Power Point
SPSS
Java (basic)

Languages

English
Urdu
Punjabi
Arabic (very basic)

OTHERS

Office Management – IOAP
Advanced Excel – IOAP

INTERESTS

Reading
Travelling
Cricket
Movies

EXPERIENCE (CONTINUE)

Apr 14 – Jul 14

RISK AND ASSURANCE ADVISOR - INTERNEE
KPMG, Taseer Hadi & Co., Pakistan

- Tests of controls on inventory, bidding, funds, expenses
- Risk assessments
- Reporting observations with recommendations
- Inventory management

Nov 13 – Jan 14

INTERNAL AUDITOR - INTERNEE
Malcus & Myre, Lahore

- Internal controls assessment
- Policy impact survey
- Bookkeeping and bank reconciliation
- Petty cash management

EDUCATION

2020

CPA

2016

CIMA

2010

Bachelor of Commerce

BASIC INFO

Nationality: Pakistani

Visa status: Employment

Visa expiry: 06 Sep 2021

Notice period: One Month

Driving license#: 211662