**ARSLAN ARIF**

Visa Status : On Visit Visa

DOB : 11/11/1991

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Postal Address : Hor Al Anz, Dubai, UAE

Nationality : Pakistani

Marital Status : Single

Languages Known : English, Urdu

**CAREER OBJECTIVE**

Trustworthy accountant with four years of experience focused on honoring company ethics and preserving confidentiality. Now looking to start a new challenging position in UAE to meet my competencies, capabilities, skills, education and experience.

**EDUCATION**

BSC Hons. (Accounting & Finance) CGPA: 3.43/4.00

GIFT University, Gujranwala, Pakistan 2015

**PROFESSIONAL EXPERIENCE**

1. **Silver Star Group – Nike Supplier Pakistan**  **Feb 2016 – Feb 2017**

**Jr. Accounts Executive**

**Responsibilities:**

* ERP (Business Management System by Pinnacle) for the modules such as Accounts Payable, Accounts Receivable, Cash Management, General Ledger.
* Monthly Sales Budgeting
* Preparation of salary, Bonuses & Leave Encashment for Staff and Labour.
* Preparation of Cost of Goods Statements
* Maintenance of monthly accounts receivable & payable billing.
* Reconciliation of receivable & payables with their respective statements.
* Processing of custom clearance & Forwarders Bills & Invoices for exports and imports.
* Physical Inventory Audit.
* Posting all types of vouchers that included cash payment, receipt, sales invoice, purchase invoice, purchase return in ERP.

1. **Eaglon Sports – Pakistan Feb 2015 – Feb 2016**

**Accountant**

**Responsibilities:**

1. Preparing Product Wise Sales Report 2) Calculation of overheads
2. Overhead Variance Analysis 4) Preparing Debtors Aging Statement
3. Managed Payroll Function for 200 Employees 6) Monitoring Cash & Bank Expenses
4. Responsible for all vendors payments on time
5. **Civil Surgicals – Pakistan April 2013 – Dec 2014**

**Assistant Accountant**

**Responsibilities:**

1. Cash Book maintenance and reconciliation 2) Processing all purchase and sales order
2. Calculation of Labour wages and overtime 4) Supplier Payments and ledger maintenance
3. Preparation of statement of wages 6) Preparation of production schedules

**ACADEMIC PROJECTS:**

1. **Final Year Project**

Prepared a feasibility report of a new amusement park named “Thrill Ville”. It was a thrilling park targeted for the people of Gujranwala as a source of amusement for them as there was no such park in the city. The project was a complete business plan that includes the marketing, human resource and Financial Plan.

1. **Budgeting**

Forecasted the sales, balance sheet and income statement of Engro foods Pakistan in excel using regression technique.

1. **Financial Statement Analysis**

Did the vertical analysis and ratio analysis of Unilever foods and Engro. Evaluated the companies based on the investor’s point of view, creditor’s point of view, and manager’s point of view.

**TECHNICAL SKILLS:**

1. Business Management System (ERP by Pinnacle) **2.** MS Office **3.** Tally **4.** Peachtree

**REFERENCE:**

References are available on request.