

# AZHAR HUSSAIN

**Sr. Accountant**

**6+ years of UAE experience**

**UAE Driving License (Light Vehicle)**

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## OBJECTIVE

My objective is two-fold; As a midterm, I want to utilize my experience and expertise within the organization. Finally, my long-term objective is to become the part of management.

## EXPERTISE

- Accounting & Bookkeeping
- VAT Compliance
- Accounts Payable Management
- VAT Return Filing
- Payroll Preparation & WPS Processing
- Budgeting & Projection
- Cost Control through BOQ & LPO
- Management and Financial Analyst
- Accounts Receivable Management

## PROFESSIONAL WORK EXPERIENCE:

### Work Experience 1:

Sr. Accountant

Apres LLC  
Al Ain, UAE.  
June 2022 to Present

### Work Experience 2:

Accountant

MCS General Contracting & Maint. LLC  
Abu Dhabi, UAE.  
April 2019 to June 2022

### Work Experience 3:

Junior Accountant

Ecotherm Contracting LLC  
Abu Dhabi, UAE.  
May 2017 to April 2019

### Work Experience 4:

Accounts Assistant

Hussein Mills Ltd.  
Multan, Pakistan.  
October 2014 to October 2016

## **RESPONSIBILITIES:**

- Preparation of accurate financial statements (Financial position, Income statement, statement of cashflow)
- Preparation of annual budget, MIS reports and forecasting.
- Performing Bank Reconciliations & Credit card reconciliations on monthly basis.
- Preparing all the supporting schedule of the financial statements (e.g., leave salary, EOSB, fixed asset register, loan amortization schedule).
- Performing Accounts payable & Accounts Receivables Reconciliations on monthly basis.
- Receiving requisitions from all departments and placing orders with the suppliers.
- Carrying out any other administrative and operational duties as required
- Preparation & Disbursement of Payroll through WPS.
- Quarterly VAT preparation and submission to the FTA Portal.
- Performed walk through test on internal Controls to ensure that internal Controls are effective and highlight any inefficiency and suggest corrective measures.
- Ensuring that controls are in place to maintain the confidentiality of all financial information and developing further controls to reduce the risk of error and fraud.
- Ensure that bookkeeping practices adhere to federal, state, and local regulations and laws.
- Collaborate with external or internal auditors during the interim and annual audits.

## **SKILL SET, KNOWLEDGE AND COMPETENCIES:**

- Proficiency in Microsoft Office (Word, Excel)
- High level of integrity and reliability and ability to work and deliver under pressure.
- Strong analytical, numerical, written, and verbal communication skills.
- A self-motivated, highly energetic, and innovative with the ability to work in a multi-cultural environment.
- Command over QuickBooks & other accounting software.

## **EDUCATION:**

Bachelor of Commerce  
Islamia University

Year 2014  
Punjab, Pakistan