



Current: Deira, Dubai
 (+971) 58 8103470
 ljazkhan591@gmail.com
 90 days Visit Visa

Mohammad Ijaz Ul Haq

ACCA (Member)



PROFESSIONAL EXPERIENCE

CECOS UNIVERSITY OF IT AND EMERGING SCIENCES

(PRECISION MEDICINE LAB – PROJECT)



General Accountant: (Jan-2021 till Nov-2021)

Job Responsibilities:

- AP/AR Management and ensuring compliance with all financial rules and regulations.
- Performing periodic financial analysis and preparing monthly, quarterly and annual financial, budget utilization and variance analysis reports.
- Staff payroll preparation, Sales Tax and income tax returns filling.
- Withholding and depositing stamp duties from relevant vendors.
- Preparation of annual procurement plan including informal quotes from vendors and preparation of purchase requisition.
- Preparation of tender and bid documents and publishing it in newspaper and PPRA website.
- Conduction and facilitation of Bid meetings and preparation and disseminating minutes.
- Convening Technical and Financial evaluation committee meeting including opening and evaluating bid/tender documents, preparing and disseminating minutes and comparative statement and analysis.
- Issuance of Purchase orders and contracts to successful bidders.

Pakistan International Airlines

Accounts Officer (Articleship): (Nov-2017 till Nov-2020)



Job Responsibilities:

- Accounts Payables: ensure timely and efficient input of all AP invoices.
- Bank Reconciliation of different Banks Accounts.
- Responsible in the reconciliation of interdepartmental subsidiary accounts within the branch and inter-branch, affiliates and head office ledgers on a Monthly basis.
- Prepare and Analyze Station's actual performance with targets and comparative data.
- Actively involved in Cargo pricing for commodities defined within the scope of freight.
- Act as liaison between Commercial and finance department for numeric inputs. (Accounting & handling software)
- Act as liaison with Internal & External Auditors.
- Resolve issues and discrepancies & take preventive action.



SKILLS

WORK

- GAAP/IFRS Compliance
- QuickBooks Online
- Oracle ERP
- Budgeting & Forecasting.
- Financial Statements Analysis.
- Performance Monitoring, KPIs.
- Presentation Skills
- MS-Office

LANGUAGES

- English
- Urdu
- Pashtu



EDUCATION

- **Association of Chartered Certified Accountants (ACCA) UK:** 2019
- **Higher Diploma in Accounting (HDA) UK:** 2013
- **Diploma in Business Administration:** 2012



AWARDS & ACHIEVEMENTS

- Appreciation award from Chief Commercial Officer for highest Revenue contribution, for the year end 2019.