



ALI BAHADUR

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📍 : AS3178632 (Pakistan)

Personal Details:

Marital Status: Married

Nationality: Pakistani

Date of Birth: 15th June, 1987

Driving Lic: 1614576 (Dubai, UAE)

ACADEMIC PROFILE:

2007: B.Com with 69% from University of Karachi, Pakistan

2005: HSC with 69% from DJ Sind Govt. Science College, Karachi.

CERTIFICATION:

2015: Oqood System Master (Dubai Real Estate Institute)

ACHIEVEMENTS:

- Fully managed a 40 labors GRC molding factory and workshop in the initial 6 months of business without higher management supervision
- Initiated & implemented accounting controls and procedures in my recent job for Group Companies
- Implemented Inventory controls & proper stocking of material
- Initiated cost controls of transportation

CAREER OBJECTIVE

To obtain a responsible position in a highly progressive organization and to explore my talent to the utmost advantage for the organization as well as my career. I always prefer a work environment with long term permanent job opportunities & job security where I can contribute to the growth of the organization and also career growth opportunities for myself.

AREA OF EXPERTISE:

• Financial Accounting & Reporting • Assets & Inventory Management • Escrow Account Management • Budgeting & Planning • Invoicing, AP & AR Processes • Cash & Treasury Management • Audit & Compliance • Reconciliations • Intercompany Transactions • Project & Property Management • Operation Management • Payroll Management • Client Relations • Time Management • Work Flow Efficiency • Negotiation & Communication

CAREER HISTORY

May-12 Till Date Top3 Real Estate Broker/ Top3 Real Estate Development (Dubai)

Senior Accountant & Admin:

Job Description:

- Preparing reports, budgets, business plans, commentaries and financial statements
- Analyzing and investigating annual and monthly financial accounts
- Escrow Account management.
- Undertaking financial administration.
- Management of all properties, contracts, maintenance, payments & reporting of the same.
- Liaising with management, colleagues and clients
- Negotiating business terms with clients and associated organizations.
- Developing and managing financial systems/policies
- Controlling income and expenditure.
- Administering payrolls
- Full Office Administration & other HR related works.

JULY-11---APRIL-12 ELITE LANDMARK TECHNICAL WORKS LLC (Dubai)

Accountant & Admin:

Job Description:

- Prepare Profit & Loss Statement & Monthly Accounts Closing Reports & other Annual Closing reports
- Compile and Analyze financial information to prepare entries in General Ledger, etc.
- LC documentation and import clearance.
- Prepare and review budgets, expenses, Payrolls (WPS System), Invoices, etc
- Monitor & review accounting related reports for accuracy & completeness.
- Explain billing invoices to staff & clients.
- Recommend, develop & maintain financial database, & Manual Filing systems.
- Interacts with Auditors
- Bank, Client & suppliers statement s reconciliation.
- Follow up & Collect of payments of projects in Dubai & other Emirates
- Purchases goods & services within established limits as provided by Management.
- Contact suppliers for price quote.
- Contacts vendors or agency representatives to obtain availability and product Information or to solicit bids
- Develops requests for quotations, and confers with vendors concerning new products, damaged goods, delayed payments or related information.
- New Visa & Visa renewal Processing of employees
- Dealing all transaction with regards to Dubai Municipality
- Dealing all Visa Cancelation process

SKILLS:

- ❖ Creativity & Integrity
- ❖ Interpersonal, negotiation and communication skills
- ❖ Excellent commercial sense and interest in business
- ❖ Numerical skills
- ❖ Analytical ability & Good IT skills
- ❖ Self-motivation. The ability to work as part of a team & ability to stay calm under pressure
- ❖ Organized, Good at juggling tasks and prioritizing

- Maintaining all employees records
- Representing Company in all process & matters regarding any Govt./ other Authorities

2008---JUNE-11

ELITE LANDMARK CONSTRUCTION LLC

(Dubai)

Junior Accountant:

Job Description:

- Projects Accounts Reporting to Management & Directors
- Coordination of Purchase, HR and Engineering Depts. with Accounts Department
- Posting of Day-to-Day Entries in Tally as per Accounting Rules
- Bank & Supplier Statements Reconciliation
- Consumable & Inconsumable Stock Audit at Sites& Stores
- Maintaining & Preparing Payroll Statements.
- Petty Cash, Suppliers and Site Imprest Bills scrutiny
- Maintaining Account Receivables statements & Clients' Cheque Receiving & Depositing
- Assisting Senior with Accounts Finalization
- Supervising transportation & Store staff for the timely delivery and transfer Of material
- Maintaining all the records & documents of store.
- Timely ordering of low stock material
- Proper storing for scaffolding and other assets of company in stores
- Proper maintenance of vehicle so that material is transferred on time
- Supervising of store HSE, all making sure that all store staffs apply the HSE Policy of company
- Scheming of available stock to be utilized first.

COMPUTER SKILLS:

- ❖ Tally ERP 9
- ❖ MS Office
- ❖ Windows 2007/XP/7
- ❖ Photoshop (Basic)

2007---2008

CLIFTON MEDICAL CENTER

(Karachi, Pakistan)

Manager Front Desk:

Job Description:

- Welcomes patients and visitors by greeting, in person or on the telephone.
- Optimizes patients' satisfaction, provider time, and treatment room utilization by scheduling appointments in person or by telephone.
- Keeps patient appointments on schedule by notifying provider of patient's arrival; reviewing service delivery compared to schedule; reminding provider of service delays.
- Comforts patients by anticipating patients' anxieties; answering patients' questions; maintaining the reception area.
- Ensures availability of treatment information by filing and retrieving patient records.
- Maintains patient accounts by obtaining, recording, and updating personal and financial information.
- Obtains revenue by recording and updating financial information; recording and collecting patient charges; controlling credit extended to patients; filing, collecting, and expediting third-party claims.
- Maintains business office inventory and equipment by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies; scheduling equipment service and repairs.
- Helps patients in distress by responding to emergencies.
- Protects patients' rights by maintaining confidentiality of personal & financial information.
- Maintains operations by following policies and procedures; reporting needed changes.
- Contributes to team effort by accomplishing related results as needed.
- Managing cash Accounts & Reporting it to Management & Directors

LANGUAGES:

- ❖ English
- ❖ Urdu
- ❖ Pashto
- ❖ Hindi
- ❖ Arabic (Basic)

INTEREST:

- ❖ Traveling
- ❖ Internet
- ❖ Sports
- ❖ Photo Editing
- ❖ Listening Music

REFERENCES:

Will be provided upon request