

CURRICULUM VITAE



FAIZAN AHMED

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(Immediately Available to Join)

Career Objective	Looking for a job in Accounts and Finance having more than seven years of proven experience including six years in UAE and one year in Pakistan. CPA with Bachelor of Commerce Degree from University of Karachi Pak.
Profile	<ul style="list-style-type: none"> ➤ CPA Qualified 2017- Membership ID: M-1882. Website: www.icpap.com.pk ➤ Post Graduate Diploma in Public Accounting CPA 2016. ➤ B.Com from University of Karachi Pakistan ➤ Well-acquainted with ERP system in Finance and Accounts, especially SAP ECC 6 ERP ➤ Team player with strong multitasking capabilities and a focus on problem-solving
Work Experience Summary	<p>Company : Horizon 7 Technical Services LLC Dubai UAE Duration : April 2019 to \ Till Date Designation : Senior Accountant</p> <p>Company : Arab Centre For Tax Consulting & Auditing Abu Dhabi UAE Duration : Sep 2018 to \ April 2019 Designation : Senior Accountant</p> <p>Company : Al Ain Rocks Crusher LLC. Fujairah UAE Duration : Feb 2017 to \ Sep 2018 Designation : Senior Accountant</p> <p>Company : Al Ain National Transport Company LLC. Al Ain UAE Duration : May 2013 to \ Feb 2017 Designation : Assistant Accountant</p> <p>Company: Ghouri & Co. Chartered Accountants, Karachi –Pakistan Duration : June 2012 to \ May 2013 Designation : Audit Assistant</p>
Key Skills	<ul style="list-style-type: none"> ➤ Project Management ➤ VAT Reports (Input & Output VAT) ➤ Effective Inventory Control ➤ Finalization of Accounts ➤ Financial Statements/ P&L, SOFP, Statement of Cash Flows ➤ Payroll preparation and Distribution through WPS ➤ Auditing Skills ➤ Analytical Thinking
Nature of Work	<p><u>Senior Accountant</u> <u>Horizon 7 Technical Services LLC -Dubai UAE</u> April 2019 to \ Till Date <u>Company Overview</u></p> <p>Horizon 7 Technical Services LLC is a contracting company handling construction projects, flooring, interior designing, decorative painting etc. We have different clients; some major are like, Tornado, Ghantoot, Design Infinity, Sofitel Hotels &</p>



Resorts etc.

Key Accountabilities

- Project Management/ Costing
- LPOs and quotations
- Bookkeeping
- VAT reports and Returns Filing
- Monthly Closing & Financial Statements
- Bank Reconciliation and updating cash flows on daily basis
- Account Receivable management very effectively

Senior Accountant

Arab Centre For Tax Consulting & Auditing Co.

Sep 18 to April 2019

Company Overview

Arab Centre For Tax Consulting & Auditing Co. was registered in the first quarter of 2018. It provides Tax and auditing services to clients in the UAE.

Key Accountabilities

- Bookkeeping
- VAT reports
- VAT Returns Filing
- Monthly Closing & Financial Statements
- Interactions and Coordination with the clients

Senior Accountant

Al Ain Rocks Crusher LLC. Fujairah UAE

Feb 2017 to Sep 18

Company Overview



We were doing business in mining industry. Processing aggregate materials of different sizes for supplying to different customers for construction purposes all over UAE.

Key Accountabilities

- AP & AR
- General entries
- General Ledger
- Financial Statements (Income Statement/Balance Sheet & SCF)
- Payroll and overtime
- Material coordination and Sales

Assistant Accountant

Al Ain National Transport Co. LLC Al Ain – U.A.E

May 2013 to Feb 2017



Company Overview

This company is active in transporting raw materials and finished goods all over UAE and GCC. We have a vast fleet of trucks, trailers and heavy machinery with almost 300 employees working.

Key Accountabilities

- Controlling petty cash properly updating it on daily basis and reviewing the payment vouchers
- Analyzing payroll and rectifying the differences raised in payroll
- General entries, credit invoices and debit invoices
- General Ledger, Trail Balance, Income Statement, Balance Sheet & SCF
- Handling cash sales properly
- Performing bank reconciliations on monthly basis.
- Performing adjustments for accruals, ending stock, prepaid expenses on

	<p>Closing</p> <ul style="list-style-type: none"> ➤ Updating cards for heavy machinery working on site, calculating vehicles wise diesel consumption, day wise income including cash and credit ➤ Writing checks for creditors and for daily office expenses ➤ Maintaining visa cards balances and recharging for online transactions ➤ Dealing custom payments, bills collection and invoicing the customer for the same ➤ Keeping track record of spare parts for each vehicle and generating vehicle wise activity reports <p><u>Audit Assistant</u> Ghourri & Co. Chartered Accountants Karachi- Pakistan June 2012 to May 2013</p> <p><u>Key Accountabilities</u></p> <ul style="list-style-type: none"> ➤ Auditing clients' financial accounts – cash books, ledger books and financial statements ➤ Generating drafted financial statements ➤ Applied analytical procedures ➤ Worked on income tax and sales tax issues and submitting tax returns to the federal tax body on monthly, quarterly, semi-annually and annual basis ➤ Performing e-filing for tax and corporate clients ➤ Making bank reconciliations for client's financial statements ➤ Stock spot counting ➤ Individuals, employees' income tax
Professional Qualifications	<ul style="list-style-type: none"> • CPA Pakistan (2017) Certified Public Accountant (Qualified) • CPA Pakistan (2016) Post Graduate Diploma in Public Accounting • University of Karachi Pakistan (2012) B.Com Degree, Major Subjects: Financial Advanced Accounting & Cost Accounting, Business Management, Economic Analysis & Policy, Business Law. • ERP SAP Financials and Controlling Module (FICO) the latest version ECC 6.0. In 2015. Implementation and End User knowledge. • Ms Office proficient in MS Excel, Tally, QuickBooks, Peachtree. • Worked on 'Tally, Peachtree, QuickBooks, Focus, Visual Accounting, Vision, Point of Sale and Al Ameen Software with various clients etc.
Other Skills	<ul style="list-style-type: none"> • Team building and team management skills • Excellent communication and interpersonal skills • Strong work ethics • Analytical skills
Personal Details	<ul style="list-style-type: none"> • Father's Name Shoukat Ali • Date of Birth 15 Apr 1991 • Nationality Pakistan • Current Location Dubai- UAE • Passport No CY1165392 • Passport Expiry 08/08/2026 • Visa Status Employment Visa • Visa Expiry 06/04/2021 • Notice Period 15 Day (On Notice) • Emirates ID 784 - 1991 - 7414090 – 7 • Languages English, Arabic, Hindhi, Urdu & Pashto • Driving License Valid UAE Driving License 2016