

Fakhar Hayat (ACCA, M.COM)

Accounts | Finance | Tax | Audit

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Location: Dubai, United Arab Emirates



Career Objective

Dedicated , hardworking, ACCA member with 2 years UAE experience in Accounts Tax and Finance and 7 years in Lahore Pakistan , seeking a challenging and responsible position with in a company offering an opportunity for professional growth and career advancement and at the same time contribute to an organization success utilizing the skills set gained from previous experience .

Key Skills

- | | |
|---|---|
| ✓ Preparation of Financial Statements. | ✓ Financial Accounting & Corporate Reporting |
| ✓ Treasury and Cash Flow Management. | ✓ Financial planning and Risk Assessment. |
| ✓ Value Added Tax (VAT) Return to FTA. | ✓ Internal and external Audit and Audit Report. |
| ✓ Financial Modeling & Advance Excel.. | ✓ Costing Budgeting and variance analysis. |
| ✓ Familiar with all aspects of IFRS IAS & ISA. | ✓ AP, AR , GL & Payroll Management. |
| ✓ Account Receivables and Inventory Management | ✓ Adaptability, leadership and innovation |
| ✓ Strategic decision making Project Management. | ✓ Procurement and Purchase Management |
| ✓ Evaluation of Internal Controls and Projects. | ✓ Knowledge and Application IAS IFRS & ISA |
| ✓ Corporate Governance Code & Ethical issues. | |

PROFESSIONAL EXPERIENCE

Fair Exhibition Organizers | Dubai UAE



Fair Exhibition Organizers have excelled in staging shows, expos in the G.C.C. region, Headquartered in Dubai since 1999. we have gained an edge since this region transformed in to a hustling and dynamic hub of opportunities Let it be Dubai, Jeddah, Riyadh, Muscat, Doha, Kuwait City & Bahrain we are your most trusted partners.

Accountant - (Nov 2018 to Oct 2019) (1year)

Achievements/ Responsibilities :

During my stay, I managed and prepared accounts like assets, liabilities, equity, revenue and expenses. I prepared Bank Reconciliation statement , Sales Invoices , Quotation , Local Purchase Order, Payment Voucher, Delivery Order, Goods Received and Dispatch note. I calculated and prepared Value added tax(VAT) return reports online at Federal Tax Authority (FTA) website and pay VAT payable online through E-dirham. Prepare and calculated salary Kashaf and transfer through Lulu exchange and ensure to every month WPS Salaries system is updated.

- ✓ Prepares Accounts Payable Schedule of suppliers and contractors reconciled with the General Ledger
- ✓ Prepares and maintains aging of receivable report of assigned customers
- ✓ Prepares monthly expenses report per cost centers and actual versus budget reports
- ✓ Prepare daily ageing reports and prepare cash flow and budget forecasts
- ✓ Publish financial statements in time and ensure timely bank payments
- ✓ Handle monthly, quarterly and annual closings Reconcile accounts payable and receivable
- ✓ Responsible for the recovery of funds from market
- ✓ Compute taxes a (VAT) and prepare tax returns
- ✓ Manage balance sheets and profit/loss statements
- ✓ Audit financial transactions and documents and CRM system.

AI Diplomacy Metallic Construction industrial LLC | Dubai UAE



AI Diplomacy Metallic construction industrial LLC deals in All kinds of supply and fabrication of stainless steel, cast Aluminum, Metal products, Glass work, steel and Aluminum pipes and ss sheets. Company's products are stainless steel kitchen equipment, balcony, handrail, 2D ,3D CNC Cutting, water jet cutting, laser cutting and all types of cast aluminum.

Accountant - (Jan 2018 to Nov 2018) (1 year)

Achievements/ Responsibilities :

During my stay I worked as Accountant Tax Expert and Receivable Manager prepare following statements procedures and policies.

- ✓ VAT Return filling, Refund, De registration, Clarification form, Reconsideration form and Advisory services
- ✓ Reduced payment terms. Set clear credit policies, Timely follow up and different reminders for late payment,
- ✓ Maintained healthy relationships with clients, Tight follow up by identify credit terms tracking systems
- ✓ Prepared for accounts receivable before they happen as Issuing timely and accurate invoices
- ✓ Automatically alert system when payments are coming and overdue.
- ✓ I recovered long outstanding payments from customers

Rana School of Accountancy | Lahore | Pakistan



Rana School of Accountancy is the acronym of an institution, which stands for Skills, Knowledge and Application Nurtured through Student-managed participative learning approach. It aims to be one of the leading business schools in the field of Professional Accountancy Education

ACCA Teacher and Director (Jan 2016 to Dec 2017) (2 Years)

Achievements/ Responsibilities :

During my stay, I managed financial matters, cash flows banking relationships and negotiated loans I planned, prepared and delivered lessons to ACCA students and established good working relationships with students by utilized modern teaching methods such as e-learning.

- ✓ Designed and produced ACCA teaching materials and reviewed existing materials.
- ✓ Successfully delivered online live ACCA F1, F2, F3, F4 ,F8, P1, P3, P7 classes to overseas ACCA Students.

Quick Stop Government Transaction Center | Dubai UAE

TASHEEL / AMER Center



AMER 24/7 center Was established in 2017 in collaboration with the General Directorate of Residency and Foreigners Affairs and the experience was a direct application of the strategy of the Federal Government advocated by His Highness Sheikh Mohammed bin Rashid Al Maktoum, Prime Minister and Ruler of Dubai

Accounting and tax services

Achievements/ Responsibilities:

- ✓ Calculate commission for PRO and staff according to number of application
- ✓ Calculate salary for staff of the center on the basis of their contract and number of applications
- ✓ Overseeing cashier report, cash count and cash Transactions on daily basis.
- ✓ Check monitored and oversee E-Dirham card balance, Naqoodi balance and deposited on daily basis.
- ✓ Set clear credit policies for PRO and given timely reminders for late payment.
- ✓ Report to General Manger Daily in respect of late payment and credit and cash transactions
- ✓ Manage WPS Salaries system and ensure salary transfer on time for the staff of the center.
- ✓ Prepared and presented financial reports for meetings of Executives owners and general managers
- ✓ Maintained healthy relationships with clients, Tight follow up by identify credit terms tracking systems
- ✓ Prepares monthly expenses report per cost centers and actual versus budget reports

Toor Concrete Group of Companies| Pakpattan | Pakistan



Toor Concrete Group of Companies that successfully provided high quality precast and prestressed concrete roofs, pavers (tuff tiles), hollow blocks, solid blocks, kerbstones, irrigation channels, sewerage pipes and ornamental cement products

Assistant Accountant and Assistant Finance Manager (Jan 2011 to Dec 2015) (5 years)

Achievements/ Responsibilities :

During my stay, i assisted the finance manager in tasks like billing invoices, attending day to day technical finance requests for purchase orders, making budgets, etc.. I Assisted in development and implementation of new procedures and features to enhance the workflow of the department. I Provided training to new and existing staff as needed enhance the professional development of staff.. establish goals and objectives for each year and monitor

- ✓ Managed daily cash balances and cash inflows and outflows of our organization.
- ✓ Prepared forecast cash payments and anticipated challenges arising from limited cash flow.
- ✓ Maintained banking relationships and negotiated loans and merchant services for business units.
- ✓ Prepared and presented financial reports for meetings of Executives owners and investors.
- ✓ Worked with executives and business heads to prepare budgets and track profit / loss.
- ✓ Created solutions to new financial challenges by applying financial/treasury knowledge.
- ✓ Efficiently maintain and utilize accounting software and systems.
- ✓ Assist in maintaining the fixed assets register
- ✓ Prepare payment vouchers within budgetary guidelines

PROFESSIONAL QUALIFICATION

- ✓ **MEMBER OF THE ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANT (ACCA)-UK**
- ✓ **MEMBERSHIP CERTIFICATE AWARDED BY ACCA-UK (Nov 2017) | (2012 TO 2017)**
- ✓ **ADVANCE DIPLOMA IN ACCOUNTING AND BUSINESS AWARDED BY ACCA- UK (2016)**



ACADEMIC QUALIFICATION

- ✓ **M.COM** (MASTER IN COMMERCE) | HIGHER EDUCATION COMMISSION | PAKISTAN | (2018)
- ✓ **B.COM** (BECHOLAR IN COMMERCE) | PUNJAB UNIVERSITY | LAHORE PAKISTAN | (2011)

TECHNICAL SKILLS

- ✓ Knowledge of MS Office (Excel, Word and PowerPoint)
- ✓ Knowledge of Sage 50 , Quick books , Tally Erp 9 , SAP Business One



PERSONAL

- **Visa Status** : UAE Employment Cancelled Visa:
- **Address** : Near Union Metro Station Dubai United Arab Emirates
- **WhatsApp** : +971502901837 +971562906619 +923008797008

- **Passport No** EQ6175151
- **Date of Birth** 05-JUN-1991
- **Nationality** Pakistan

- **Driving License No:** PN-18-1132
- **Language:** English , Urdu , Arabic, Hindi, Punjabi.

Reference

Reference will be available on demand.