



Rohail Akram

Accountant

To Obtain a challenging accounting position that will permit the use of current skills to their maximum potential while, availing opportunity for honing and developing additional knowledge and skills more than 7 years of working experience as an Accountant/Audit Assistant with IMH Associates-Accounts | Audit | Tax Consultants Africa other from home country. Proven ability to do multiple assignments while meeting tight deadline schedules a self- directed professional with excellent problem-solving, analytical skills.

Contact

Phone

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Email

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Address

Karama center, Dubai, UAE

Education

- **BCOM - 2023**
Allama Iqbal University Islamabad
- **INTERMEDIATE - 2015**
Govt Boy's College
- **MATRICULATION - 2010**
Govt Boy's School

Skills

- SAP, ERP, Fox Pro, Tally
- Accounts & Payroll
- Microsoft Office: Word, Outlook, PowerPoint, Excel
- Advanced Excel: Pivot Table, Filter Function, X Lookup, V Lookup, Sum/Product functions etc.
- Management Skills: Time/Project Management, Ability to prepare financial statements Adaptability, Decision Making

Language

English

Hindi, Urdu

Experience

○ FRIENDS CAR RENT

Accountant (Dubai) 2023

Handling accounts payable and receivables, including processing invoices, reconciling account. • Assist with month end closing, financial reporting, car wise record income and expanses • Maintain Payroll overtime • software implementation • Car File Maintaining Recording • cars Fine • Petty cash reconciliation • Arbab Personal expenses Credits cards bills • employees File Maintaining • Arbab Personals Cars maintain • Cars files maintain daily Funds Transfers and daily closing cash and banks • VAT Working.

○ IMH ASSOCIATES –AUDIT | ACCOUNTS | TAX CONSULTANTS

Accountant (Africa Tanzania, Zanzibar)

Nov 2022 -Aug 2023

• Handling accounts payable and receivables, including processing invoices, reconciling account. • Assist with month end closing, financial reporting, including preparing monthly financial statements & budget. • Process and record financial transactions and general ledger entries & payroll. • Reconciliation of banks related parties' ledgers, customers' accounts on daily, weekly & monthly basis • Maintaining the journals and other financial documentation. • Invoicing to the clients & follow up for the payment. • Preparing the balance sheets, income statement and cash flow statements. • To ensure the credit card transaction accuracy and resolve the discrepancies. • Verifies assets and liabilities by comparing item to documentations. • Preparing audit and control reports by collecting, analyzing, & summarizing operating information.

○ WAZIR ALI AND COMPANY | COMMERCIAL IMPORTER

Accountant (June 2020 - Oct 2022)

• Making cheques routine • Bank reconciliation • Yearly tax reconciliation • Monthly closing of stock • Manual ledger register maintain • Shipping deposit reconciliation • Good receipts note in system • Delivery note • Making customs PSID • Record letter of credit expense • Preparing monthly financial statement and budget • import duty and dealing with shipping company • Making sale tax invoice register and unregister in system • Daily posting incoming and outgoing in ERP system • Parties payment ledger maintain • Implementation leading role in ERP with auditors • making purchased order and sale order • Sale and purchase invoice • Daily bank internal transfer • Arrange payment for LC document retirement • Proper export documentation

○ ALI SONS NOBEL PVT LTD

Assistant Accountant (FEB 2019 - JUNE 2020)

○ KHOJA PIRAH I ISNA ASHRI - KPSIAJ | NGO

Assistant Accountant (APR 2016 - JULY 2018)