



Aamir Habib

Finance & Accounting Professional (CA inter)

Competent and result proven Accountant with 4 years of experience in handling General accountant, Receivable, invoicing with a Multinational Company in UAE. Adept in **SAP, Sage ACCPAC** and other customized software effectively utilized in performing duties and in streamlining operation. Self-motivated Team-oriented and has strong sense of accountability and high level of attention to details. Keenly interested to explore more challenging strong work profile to any progressive enterprise where gained experience and leadership skills will have a valuable impact.

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📍 Dubai, UAE

📅 02 Feb, 1994

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SKILLS & COMPETENCIES

SAP - FICO

MS Excel

Accounts Receivable

Accounts Payable

GL Accounting

IFRS - Accounting standards

Detail oriented

Analytical ability

Organizational skills

Communication skills

Team player

WORK EXPERIENCE

General Accountant

Aramex Emirates LLC

Dubai, UAE

06/2016 – Present

Aramex is a leading global provider of comprehensive logistics and transportation solutions

Job Description

- Working as a Invoicing officer handling Invoicing, Costing & dispatching of air freight export & Import shipments.
- Carry out billing and reporting activities according to specific deadlines.
- Monthly Inter-company stations reconciliation, Global and regional support offices, local branches.
- Profit/Loss sharing with stations as per agreed profit ratios.
- Checking of monthly production audit report to ensure all associated cost & revenue has been booked at an agreed profit margin and or rectifying any discrepancies.
- Billing and credit controlling.
- Profit and loss account review, to ensure that all provision/accruals are accounted accurately when completing the periodic accounting statements.
- Follow Established procedure for processing receipt, cash.
- Verify Validity of account discrepancies by obtaining and investigating information from sales, customer service departments and from customer.
- Develop and implement Finance/Accounting procedure and internal control
- Support financial statements audit.
- Prepare monthly report and review the same with manager.
- Assist in testing and implementation of VAT.
- Started Handling express custom duty Invoicing & dispatching for import and export shipments.
- Handling Petty cash entries and ensure that bills are charged and approved and maintain all record of bills.
- I adhere tight deadlines to aid timely management reporting by managers.
- Responsible for custom duty General Ledger to keep at balance at the end of every month.
- Support Finance Manager regarding finance planning and decision making.
- Passing Accurate Entries.

WORK EXPERIENCE

Accountant

Dubai, UAE.

Ask Building Materials Trading L.L.C

03/2014 – 04/2016

Ask Building Material is materials Trading Company based in Dubai.

- Maintaining highest level of customer Service.
- Issuing Monthly Invoices to customer.
- Reconciliation of Credit Customer accounts and Cash accounts on regular basis.
- Send statement of accounts and invoices with all the supporting documents to the customer on weekly basis...
- Freeze Credit facilities of customer who exceed predetermined credit limits without timely payments.
- Record accounts receivable and follow up for the payments with customer. Performing monthly bank reconciliations for 4 different banks.
- Maintain close relation with clients including regular visits.
- Coordination with other departments & representation of billing section on key issues.
- Receiving and responding to customer Queries and Custom Handling.
- Accomplishes accounting and organizational mission by completing related result as needed.

ACHIEVEMENTS

- Achieved performance parameters as well as organizational goals and objectives...
- Performed assigned workload with indefinable enthusiasm, commitment and dedication hence recurrently received appreciation from the country manager of Aramex UAE
- Employee of the quarter in 2017
- Consistently showed initiative in support of top management with flexibility in working well in cross functional teams even under pressure with a good sense of urgency to complete tasks within strict deadline

EDUCATION

Currently studying ACA (Institute of Chartered Accountants of England and Wales).

UK

HDA– Higher Diploma in Accounting

Scottish Qualifications Authority

07/2012 – 08/2013

CERTIFICATES

Certificate in Finance, Accounting and Business

(ICAEW)

12/2014

LANGUAGES

English

Urdu

DRIVING LICENSE

UAE

INTERESTS

News

Reading

Travelling

Cooking

Snooker