

Amanat Ali

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Visa Status: Visit Visa



Career Summary:

- Detail oriented professional with **10+ years' experience in journal entries and account reconciliations in accordance with GAAP**. Track record of maintaining **30+ accounts reconciled on daily basis**. Expert in processing **vendor credit applications and tracking vendors' requirements**. Competent in using spreadsheets and various **accounting software including TALLY ERP9, PEACHTREE and SAGE 50**. Demonstrated ability to handle special accounting **projects independently**.

CAREER PROFILE/SKILLS:

- Book Keeping
- Petty cash management
- Cash Management
- A/P & A/R
- P&L Accountability
- Export Documents
- Accounts Reconciliation
- Tax Accounting GST& VAT
- Budgeting
- Variance Analysis
- Internal Controls
- GAAP reporting
- Voucher management
- ERP Implementation
- Costing
- Cheque management
- Analytical
- Audit Assist

Professional Work Experience:

Organization: CHHOPERS WEAR Pvt Sialkot-Pakistan
(Manufacturing of Motor Bike Apparels)

Tenure: Mar.2010-Feb.2019 (8.11 years):

Designation Accountant:

Responsibilities:

- Preparing and Maintenance of **Petty Cash Accounts**.
- Company employees **Payrolls, Advances and Loan** Accounts.
- Contract Stitchers Cash, Advances and Loan Accounts.
- Account payable (A/P) and account receivable (A/R) accounts** maintain and reconciliation statement of vendors at monthly end.
- Preparing and Maintenance of **Bank Ledger Accounts and reconciliation statement**.
- Calculation of Costing of products**.
- Analysis of budget and report preparation**.
- Submission of monthly Company (**GST/ VAT**) **Tax Return Summary**.
- Final account and balance sheet** preparing and ascertain profit & loss at end of financial year.
- Assist in company Audit report**.
- Export Documentations** preparation.

Organization: PRINCE SPORTS CORP. Pvt Sialkot-Pakistan
(Textile & Motor Bike Apparels Manufacturing)

Tenure: Sep, 2007-March, 2010 (2.6 years):

Designation Accountant:

Responsibilities:

- Preparing and Maintenance of **Petty Cash Accounts**.
- Maintenance of **Stock Ledger Accounts through LIFO & FIFO** methods.
- Maintenance & prepare of Company **Payrolls, Advances and Loan** Accounts.
- Preparing and maintenance of Stitchers **Cash, Advances and Loan** Accounts.
- Accounts payable (A/P) and receivable (A/R) and reconciliation** statement on quarterly basis.

- Preparing and Maintenance of **Bank Ledger Accounts and reconciliation** statement.
- Submission of **monthly Company (GST /VAT) Tax Return Summary**.
- **Export Documentations** prepared.
- Company **final account and balance sheet** preparation at the end of financial year.

Organization: **FIRST AMERICAN CORP.Ltd** **Sialkot-Pakistan**
(Gloves Manufacturing)

Tenure: **Aug.2006-Sep.2007 (1.1 year):**

Designation **Assist. Finance Manager:**

Responsibilities:

- Maintenance of **Petty Cash Accounts**.
- Preparing and maintenance of **Company Payrolls, Advances and Loan Accounts**.
- Preparing and maintenance of **Stitchers Cash, Advances and Loan Accounts**.
- Maintenance of **Vendors Ledger Accounts and Bank Ledger Account**

Key Accomplishments:

- **Improved accuracy of overall accounts operation by 100%** through active partnering with other departments.
- Developed **effective cost control initiatives and reduced annual expenses**.
Reconstructed staff workloads and made pertinent load divisions which led in enhancement of staff's work efficiency
- Ability to reflect on **one's own work as well as the wider consequences of financial decisions**.

Academic Education:

DEGREE/CERTIFICATION:	EXMINING BODY:	YEAR
D.COM	PBTE LAHORE	2004
B.COM (IT)	PUNJAB UNIVERSITY LAHORE	2007
IELTS	BRITISH COUNCIL LAHORE	2007

Certification / Additional Skills:

- **MS Office** (All versions, esp. MS Word, MS Excel, MS Power Point)
- **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)
- **Software's** (Peachtree, Tally ERP 9, Sage 50 etc.)

Training & Workshops:

CREATING MOMENTS OF MAGIC – CMOM

Year - 2016

- Successfully meeting the requirements of Service Excellence Training by **Tahir Ejaz Director CHHOPERS WEAR Sialkot Pakistan**

Excel GURU Training

Year - 2010

- Intermediate and advance levels of MS excel

Personal Information:

Date of Birth : 1 June, 1985
Marital Status : Single
Religion : Islam
Language Competency : English, Urdu, Punjabi

Reference:

- Reference will be furnished on demand.