ASAD FAROOQ

Address: Sharjah-UAE
Contact# : 0521591002
E-mail : asadfarooq383@gmail.com
Visa Status : On Company Visa

Career Objective

To join a prestigious organization as a Front line staff member, where opportunities to grow both personally and professionally are ample and where I can utilize my skills & knowledge effectively and efficiently in order to fully participate in the organizational growth & development. And to learn more and more having multifarious exposure in order to keep myself ever-ready and well-equipped to face challenges of the profession under new changing scenario.

Sahara Glass & Frames Trading LLC (Head Office)

(From March 2018 to Continue)

1- Working in Sharjah as an accountant in a Sahara international company key responsibilities is to:

- Preparing Sales Invoices, Sales Returns, Delivery Orders & Receipts.

- Follow up with customers for their Balances

- Handling Petty Cash and maintaining the Daily Cash books

- Preparing Petty Cash summary and posting the petty cash reports of all departments in ERP software.

- Maintaining the PDC cheques reports

- Reconciliation of Daily Sales invoices reports with receipt reports and daily cash collections of all branches

- Preparing the stock out and stock in for Head office and other branches

- Posting entries of cash collection and bank deposits

- Posting General Purchase Invoices in ERP software

- Posting JV's for Accrual Entries of Utilities, bills & expense

- Directly Reporting to Accounts Manager.

- Coordinating with IT Department regarding ERP software software issues & for smoothly running of software

- Analyzing of the Aging Reports of Receivables for all branches customers
Profile of Asad Farooq.

Team Interior Company UAE(1st Visa)From 2016 to 2018

Worked in Ajman in a team interior as an assistant accountant, responsibility is to:

- Preparing invoices, delivery note, sales return, purchase order etc.

- Enter all daily petty cash bills into system and file it properly.

- Prepare cheques for all suppliers and issued it in time.

- Reconcile suppliers SOA with our company SOA at the time of payment and in case of differences contact them and discuss the issues.

- Regard receivable amount, constantly follow up with customer, sending reminder emails with attached SOA and also follow up on calls.

- Monitoring customer account for non-payment and delayed payment.

- Prepare bank reconciliation statement.

Home Country Experience(Pakistan)

PKF F.R.A.N.T.S *(Chartered Accountant)* *At Paris Road, Sialkot*	***Audit Assistant,*** *(2 year)* Job Responsibilities: - Working in Tax Department assist to tax manager while calculating **Value Added Tax, Withholding Tax, and helping in Tax File Returning Process to Federal Board of Revenue Pakistan.** - Verify and inspect the accounts receivable and payable ledger and general ledger for its accuracy. - Check inspects and reconciles bank deposits and payments. - Inspect and test software performance and find out software error if any. - Check voucher of all kind journal, cash and bank vouchers. - Stocks take of different organization of Sialkot like QSA Surgical, Medical Devices, Leather Field, etc. - Complete Assignment of Fixed Asset verification. - Attend audit of various factories schools and colleges and also done stock take. Also attend the audit of hospitals.
Total Petrol Pump Sialkot	**Accountant** *(6 month)* Job Responsibilities: - First of all, account the whole sale of the yesterday separate its bundles, staple it, prepare deposit slip and then deposit it into the bank - Make journal entries of the amount deposited into the bank in software - Prepare cross check for online payment to the supplier of fuel - Take checks from customer who used fuel on credit and enter its journal entry into the software - If there is new customer who want to become credit customer take

	guarantee check from him and then put its complete information into the software for preparing its account
	• Prepare salary sheet for the workers at the end of the month
	• Prepare income statement in Excel at the end of each month
	• Prepare reconciliation statement
	• Print bill of the credit customer from software and deliver it to them, at the end of the month and also keep records of the outstanding customers
	• Keep contact with the bank and daily ask for remaining balance in the account, also prepare authority letter for check book

Professional/Academic Qualification

M.com (In Finance) *(2013-2015)*	**University of Sargodha** Have studied the following major subjects of the program: • Human resources management • Organization behaviour • Portfolio investment • Corporate Finance • Corporate Governance • Managerial accounting • Business Research and Development

Bachelor of Commerce *(2010-2012)*	**University of Punjab** Have studied the following major subjects of the program: • Money Banking and Finance • Financial Accounting • Business Law • Cost Accounting • Economics (Micro, Macro) • Business math and statistics

- **Computer and Technical Knowledge**
  Substantial exposure of working in computerized environment
  Microsoft Office(Ms Word and Ms Excel)Peachtree and Telly software of accounting
- **Personal Detail**
  Date of Birth: 04-04-1993
  Nationality: Pakistani
  Marital Status: Single
- **Skills**
  Interest   (Book Reading, Travelling, Cricket)
  Language (English, Urdu, Punjabi)

Profile of Asad Farooq.