

Sadia Aman Ullah

(A Proficiency Accounting Professional)

Visit Visa Expiry 31st July 2019

UAE Driving License

Dubai, UAE



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Career Profile

Current Company: Dental Club Clinic

Company Type: Services

Location: Dubai, UAE.

Duration: Oct 2017 – April 2019

(Employee Scale 10-20)

Designation: Manager Accounts

- Dr's Commission Prepared.
- Dr's Sale Prepared with daily basis.
- Insurance Approval, Submission and Recovery Payment.
- Checked daily cash sales and verified cash with customers visit.
- Upload documents on insurance portal.
- Using Quick Book software.
- VAT refund filling, and resolve the discrepancy.
- BRS, make proper provision for healthy cash flow and fund are not overdrawn.
- Prepare cash flow statement and report to management on weekly and monthly basis.
- Monitors customers advance payment & fund transfers make proper record.
- Arrange collection of returned cheque/documents and forms form the bank.
- Prepares customers invoices, delivery note and receipts.
- Preparation of annual cost report.
- Preparation of Daily Collection report and Consolidated Revenue Report
- Preparation of Monthly financial statements (Finalization)
- Maintain and reconciles bank accounts.
- Monthly report on billing and follow up with customers for payments.
- Reconciliation of customers and inter company statement if any discrepancy check with customers, sales, engineer or production department.
- Prepare monthly management report and taking confirmation balance for company and inter company.
- Provide clerical and general support to CEO as directed
- Assist the CEO and Administrator with special projects reports as requested
- Prepare statement for reimbursement of petty cash and forward to payment department for preparing the reimbursement cheque.

Current Company: MLS Armored Vehicles

Company Type: Manufacturers

Location: Dubai, UAE.

Duration: October 2015 – Oct 2017

(Employee Scale 600-700)

Designation: Senior Accountant

- Preparation and presentation of the monthly financial statements (MIS Reporting).
- VAT refund filling, and resolve the discrepancy.
- Managing accounts receivables & ensure revenues are booked in compliance with agreements with the customers.
- Accounts payable reconciliations and ensuring the completeness of payable invoices with required supporting documents.
- Ensuring completeness of monthly closing of the books of accounts.
- Sale of Assets and Consumables, Intercompany billings for assets and other rechargeable costs, interest billing and account reconciliation with other group of companies.
- Analyzing and reviewing revenue and expense trends and recommend appropriate budget levels, and ensure expense control.
- General Ledger Accounting, Account Payables, Account Receivable & Asset Accounting maintains depreciation schedule and updating FA in SAP.
- Assisting CFO in External Audit for preparation of required reports and schedules.
- Project Accounting, Billings and cost allocation for major projects.
- General Month End Accounting, Prepayments and accruals, Cash Flow, Balance sheet and Bank reconciliation, Employee advance and deductibles, Subsidiary balance to general ledger, complete month-end closing process, Inventory management and asset verification, Assist year-end audit.
- Ensure an accurate and timely monthly, quarterly and year end close.
- Ensure the timely reporting of all monthly financial information.
- Ensure the accurate and timely processing of positive pay transactions.
- Working on SAP in accounts Payable, preparing Bank Reconciliation Statement, Knocking of Journal Entries and Payrolls data.

Previously at: CGR Group of Companies

Company Type: Services (Construction, Manpower and General Trading)

Location: Dubai, UAE.

Duration: May 2014 – September 2015

Employee Scale (400 – 500)

Designation: Manager Accounts

- Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.
- Supports budget and forecasting activities.
- Collaborates with the other finance department managers to support overall department goals and objectives.
- Assist in development and implementation of new procedures and features to enhance the workflow of the department.
- Handle personnel issues relating to staff conflicts and performance issues.
- Worked with each direct report to establish goals and objectives for each year and monitor, advice on the progress to enhance the professional development of staff.

- Manage and oversee the daily operations of the accounting department.
- Process monthly and annually Financial data, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, trust account statement reconciliations, check runs, fixed asset activity, debt activity etc.
- Establish and enforce proper accounting methods, policies and principles.

Previously to that: Shaheen Insurance Company

Company Type: Insurance Services

Location: Pakistan.

Duration: April 2012 – May 2014

Employee Scale (150 – 200)

Designation: Manager Accounts

- Preparation of ledgers, trial balances and cash flow statement.
- Provide consultancy services and guidance to management on administration activities.
- Lead monthly/quarterly/annually site balances sheet and account reconciliation reviews.
- Responsible for Working capital and Free Cash flow forecast and actual performance for the business.
- Oversee monthly Close process to ensure it is completed on a timely and accurate manner.
- Managing and overseeing the daily operations of the accounting department.
- Monitoring and analyzing accounting data and produce financial reports or statements.
- Establishing and enforcing proper accounting methods, policies and principles.
- Forecast cash flow positions, related borrowing needs, and available funds for investment.
- Manage the capital budgeting process, based on constraint analysis and discounted cash flow analysis.

Previously to that: Shaheen Insurance Company

Company Type: Insurance Services

Location: Pakistan.

Duration: May 2009 – April 2012

Employee Scale (150 – 200)

Designation: Assistant Manager Accounts

- Management of petty cash transactions.
- Controlling credit and ensuring debtors pay on time.
- Reconciliation of direct debits and finance accounts.
- Working with journals, sales & purchase ledgers and spreadsheets.
- Enter and code financial transactions appropriately.
- Make and track payments.
- Check all financial transactions for accuracy.
- Disburse funds as needed.
- Maintains accounting records by making copies; filing documents.
- Validate invoices against items or services received.
- Track expenses as they relate to specific projects and jobs
- Make bank deposits and keep up records.

- Review employee expenses and make reimbursements.
- Reconcile invoices received with departmental billings.

Skills:

Report Writing	<ul style="list-style-type: none"> - Possess excellent Report presentation and writing skills inclusive of Management Reporting, Audit Reports, Financial Reports, Exception Reporting and other Managerial Reports.
Analytical Skills	<ul style="list-style-type: none"> - Possess significant Financial and Analytical skills. - Identifying Process/Activities driving business and analyzing gaps and weakness in the same.
Expertise	<ul style="list-style-type: none"> - Complete and Qualitative Documentation - Accounts Finalization (Through Accounting Cycle) - Working Capital Management includes; a) Inventory Cash, Account Receivables & Payables. - Costing with controls for Jobs, Process & Projects. - Budget & Forecasting - Administrative Work - Preparation of Financial Statements & Report writing. - Financial & Operational Audit.
Information Systems	<ul style="list-style-type: none"> - Proficient in Microsoft Office, Operating System & Networking. - Web Based ERP Solutions (Customized Accounting Software) - Proficient in Outlook. - Proficient in Sage 50 Software (Peach Tree) - Proficient in Quick Book, Tally & ERP 9. - Proficient in SAP-FICO Certified (ECC 6.0) - Microsoft Dynamics.
Capabilities & Skills	<ul style="list-style-type: none"> - Excellent communication skills - Enthusiastic to complete task within given time frame - Group coordination and management skills - Team leadership capabilities with proven record. - Well organized, hardworking and self-motivated.

Professional Education:

2012	MBA-Banking & Finance		
	Mohi-Ud-Din Islamic University	Islamabad Pakistan	-
2007	B.Com		
	University of The Punjab	Lahore - Pakistan	

Languages:

English, Fluent – Written & Spoken

Urdu Fluent - Written & Spoken

Personal Info:

Passport Validity	–	More than 5 Years
Driver's License	–	UAE
Notice Period	–	Immediate
Marital Status	–	Married
Nationality	–	Pakistan

References:

References will be furnished upon request.

Disclaimer:

I certify that all the above mentioned details are true and factual to my knowledge.