

Mohammad Ishtiaq Irum

Cell#: +971503107242

E-Mail: irum1442@hotmail.com

Dubai, UAE



CAREER OBJECTIVE

Accounts and finance professional, seeking a position in the accounting field where excellent analytical and technical skills can be utilized to improve the company's profitability.

PROFILE SUMMARY

- 4+ year experience in Store keeper and Procurement with Food Company in UAE
- 6+ year experience in Accounts with reputed companies in Pakistan and UAE.
- Wide exposure to accounting policies & procedures.
- Efficient in Analyzing, Comparing and interpreting facts and figures quickly.
- Energetic and capable of working independently and a good deal of autonomy.
- Self-motivated and hardworking with zeal for professional progress and career advancement through determination and dedication.
- Quick to grasp new ideas and concepts, and to develop innovative and creative solutions to almost all problems.

PROFESSIONAL EXPERIENCE

Warehouse & Logistic Executive

MAB Middle East Trading LLC (Master Franchisee Mastihashop in Gulf) Nov 2016 to till date.

- Receive and forward all types of goods and deliveries In & Out.
- Follow all Standards for issuing and receiving Stock within Store' area of operation
- Monitor and take inventory on regular basic to compile orders based on per levels or need
- Item prepare for the events
- Maintain Clear and organized records to ensure all reports and invoices are filed and stored properly.
- Post all the invoices (sale& purchase) in Systems,
- Conduct inventory audits to determine inventory levels and needs.
- Assist the Accounts Payable Clerk / payable assistant in finding out any cost discrepancies.

Accounts Executive

Nov 2008 to Dec 15



Al Khaja Group of Companies, UAE

Al Khaja Group is one the UAE's leading business houses that owns and operates an array of high-end business activities, including fine dining restaurants, premium coffee outlets, fast food lounges, ice cream parlors, several globally renowned fashion and accessories brands along with the diversified business interests in Construction, Manufacturing, Property Development and Interiors. Group comprises of 85 registered companies in UAE with a 1300 working staff on board generating an annual turnover of around 300.000 Million AED. Main Brands include (Food and Beverages) Hatam Restaurant, Al Safeer, Gloria Jean's Coffees, Hediard and Auntie Anne's and (Retail) Paris Hilton, Sacoche, Elite, Alveiro Martini, First Lady and Gulf Dress.

Job Profile:

- Applying credit card machines for newly opened outlets and resolving issues for existing outlets' credit card machines.
- Gathering details of 140 outlets' sales amount received by credit card transactions on weekly basis.
- Prepare monthly sales reports into excel spread sheet for analysis
- Monitor compliance with generally accepted accounting principles and company procedures.
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports
- Advance payment reconciliation on monthly basis.
- Monitoring of foreign bank charges, short payment & mark-up on Realization.
- Intercompany reconciliation on monthly basis.
- Hands on experience of computerized accounting system ERP.
- Rent Expense and Prepayment calculation on monthly basis
- Reconciling Petty Cash of Outlets and Central Kitchen.
- Any other task assign by Group CFO.

Sales and Receivables:

- Coordinating with outlets and drivers to get the data related to sales from 40 outlets of Retail Division.
- Preparation of daily and monthly sales reports.
- Monthly and Yearly Sales Comparison.
- Maintenance of Books of Accounts.
- Monitoring the bank accounts and reconciling bank balances on monthly basis
- Preparation of Journal Vouchers and posting them in ledgers.
- Make Report on day-to-day activities to Financial Controller & Finance Manager.
- Filing of the Records with supporting documents
- Controlling the assets, provide needful support to other Departments
- Handling Petty cash and maintaining Vouchers
- Inter-Company reconciliation & analysis of various expenses
- Maintain the Bills Payable records.
- Preparing weekly and monthly Bills Payable statements and reports.
- Preparing the purchase order and payment request
- Coordination with Purchase Department and progress reporting to Management
- Verification of Invoices with supporting documents before payments is processed.

Utilities and other expenses:

- Preparing payments related to electricity charges, chilled water charges, telephone and internet charges, cleaning charges, drinks and other refreshments for outlet staff etc.
- Following up to get invoices on month end to ensure continues services.
- Preparing various reports useful to profit and loss account and to control the overheads to achieve more profits. Highlighting points affecting to excess charges.

Transportation Division:

- Solely responsible for the accounts of 135 small and big vehicle of the group.
- Maintaining salik recharges, fine payments, fuel payments, and repair & maintenance payments.
- Preparing various reports to monitor above mentioned expenses, highlighting major differences to the transport manager to reduce the expenses or utilize the assets in well manner.
- Ledger posting for all the expenses and payments related to them.

Assistant Accountant

Dec 2007 to Sep 2008



Engro Group of Companies

Engro Corporation is a Pakistani public multinational corporation based in Karachi with subsidiaries involved in production of fertilizers, foods, chemicals, energy and petrochemicals.

Job Profile:

- Preparation of Daily Sales and Purchase reports
- Verifies items billed against items ordered and received and reconciles differences through follow-up with the vendor and/or other employees.
- Perform journal entries as per established and statutory accounting standards.
- Prepare, reconcile and record the payments.
- Prepare and submit expense reports to management for approval.
- Prepare management reports related to accounts payable and receivables.
- Prepare period end journals for prepayments, accruals, commission payments and depreciation.
- Perform account reconciliations and ensure all ledgers are closed as per company law.
- Performs related work as assigned.

ACADEMICS

- **Master of Political science 2008:** Islamia University Bahawalpur Pakistan.
- **Graduation in Arts 2005:** Islamia University Bahawalpur Pakistan.

IT SKILLS

- Practical experience of working on Shama GL software.
- Hands on experience of working on Peach Tree, Quick Book and Navision.
- Good grip over MS Excel, Power point and Word. Effective utilization of short cut keys to fasten the working process

PERSONAL INFORMATION

DOB	02-07-1980
Nationality	Pakistani
Visa Status	Visit Visa
Language Known	English, Urdu, Punjabi

Reference:

Will be furnished upon request