



ZAHEER ABBAS – ACMA (Finalist)

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Availability Immediately

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Profile Summary

A highly motivated and enthusiastic ACMA (Finalist) with more than 12 years' experience in field of Financial and Cost Accounting, Financial Reporting and Tax. Having strong analytical skills and expertise in group accounting, Internal auditing, control evaluation, control activities and financial reporting.

Currently looking for a role in a growth-oriented organization to deliver value-additive results by putting in acquired knowledge and experience with a focus on continuous professional development.

Area of Expertise

Accounting & Bookkeeping (IAS/IFRS)	Internal Audit and Controls	Budgeting & Implementation
Chabros IS (Customized), Peachtree, QuickBooks, Tally 9, TAMS	Cost Controls, MIS (CISA)	VAT – U.A.E

Professional Experience



Accountant

February 2021 to date

Manufacturing of Veneer Layons. Pressing veneer on doors, tables etc. Manufacturing Wood tables with wood slabs. Manufacturing and installation decking and flooring. Marquetry designs services.

My responsibilities:

- Preparing a financial model for Chabros Timber Trading Al Quoz branch.
- Finalized Chabros Timber Trading Al Quoz, Ajman, and Abu Dhabi branches' financial books on a monthly and annual basis.
- Closing monthly financials of three branches and report to head office.
- Assisting for yearly final audit.
- Responsible for Short Term and Long-Term project costing.
- Allocating Material, Labor Hours, and F.O.H to all projects.
- Responsible to investigate over cost projects and report to Head office.
- Responsible to allocate common expenses among all branches e.g. Communication, Fuel, etc.
- Responsible for quarterly TAX return.
- Monitoring the Material movement and between head office and branches.
- Monitoring stock taking and reconciling the warehouse items with IS



Accountant Cum PRO

May 2011 till February 2021

Marketing Research & Consultancies and Management Consultancies. Silverback has Two subsidiaries i.e. GuGu Boats Chartering LLC and Gulf Mexico Trading LLC (Abu Dhabi)

My Responsibilities:

- Prepared, supervised and reviewed business plans and annual budgets of three companies.
- Reported to management on variances of proposed budgets and the reasons for those variances.
- Prepared monthly management financials including, Balance Sheet, Profit and Loss, Financial Ratios, and analysis.
- Ensured liaison with parent company for intra-group transactions.
- Preparing and finalizing feasibility reports for clients for Silverback.
- Responsible for individual and group financial accounts.
- Preparing and filing VAT returns.
- Monitoring and controlling accounts receivables and payables.
- Responsible for all legal documents e.g. companies' licenses renewal, immigration, and Ministry of labor documents.
- Responsible for all employee's visa renewal, FTA licenses and other documents.



Accountant
Sept 2009 till April 2011

I worked in Head Office of AMS group of companies. AMS consist of four subsidiaries and three service Centre throughout the world. AMS is providing advanced automobile engineering services.

My Responsibilities:

- Responsible to post all purchase invoices and comparison and comparison with purchase orders.
- Check the proforma invoices and prepare the sales invoices.
- Responsible to prepare daily cashbook at Head office and check sites cashbook on daily basis.
- Prepare and present inter-company accounts to chief accountant.
- Prepare bank reconciliation statement.
- Prepare the monthly checklists of all sites, check Sales invoices, Quotations, Quotations Expiration, Purchase invoices, Credit notes, Vehicle module and Negative quantities from stock module and ask reasons form sites.
- Working on TAMS (Tools and Assets Management System) and preparing a guideline for sites.



Regional Accountant
Dec 2007 till May 2009

Formally Adamjee Duetz (Pakistan) Ltd. This company is the largest supplier of diesel/ Gas generating sets in Pakistan. Have contract with Telecommunication companies to provide them 24/7 power supply on their towers.

My Responsibilities:

- Managing the whole accounts system,
- Handling Accounts Receivables & Payables,
- Prepare monthly accounts and present to Head Office,
- Managing Bank Reconciliation Statement,
- Managing the payroll of whole region 145 employees,
- Looking the Store Matters,
- Use the technique of Zero Rate Budgeting,
- Looking all job order costing matters,
- Managing all expenses and report to the head office.



Assistant Accountant
Sept 2005 till Nov 2007

Alliance Textile is a garments manufacturing unit in Faisalabad a Manchester of Pakistan. Manufacturing apparels for international and local clients.

My Responsibilities:

- Assist to Accounts manager in establishing the accounting structure,
- Bookkeeping
- Bank Reconciliation Statement
- Yarn, Knitted and Dying fabric reconciliation
- Job Order Costing.

Professional Achievements

- Develop Group and individual chart of accounts and accounting system for Silverback Group Limited
- Prepared SOPs for Compliance of Head Office
- Prepared SOP's for hiring training and day to day tasks for Silverback Group
- Developed and inventory control system at AMS
- Setup a new branch at RAK FZE and one warehouse in Al Quoz Industrial Area U.A.E

Professional Certifications

ACMA Finalist - Association of Cost and Management of Accountants of Pakistan

B.Com - Bachelor's of Commerce (2004 University of Punjab Lahore)

I.Com - Intermediate of Commerce (2000-2002)

Software Expertise

- Experience in working with MS Office.
- Experience in working Chabros IS (Customized like SAP), Peachtree, QuickBooks, Tally 9, Helios, TAMS.

Reference

Will be furnished on demand